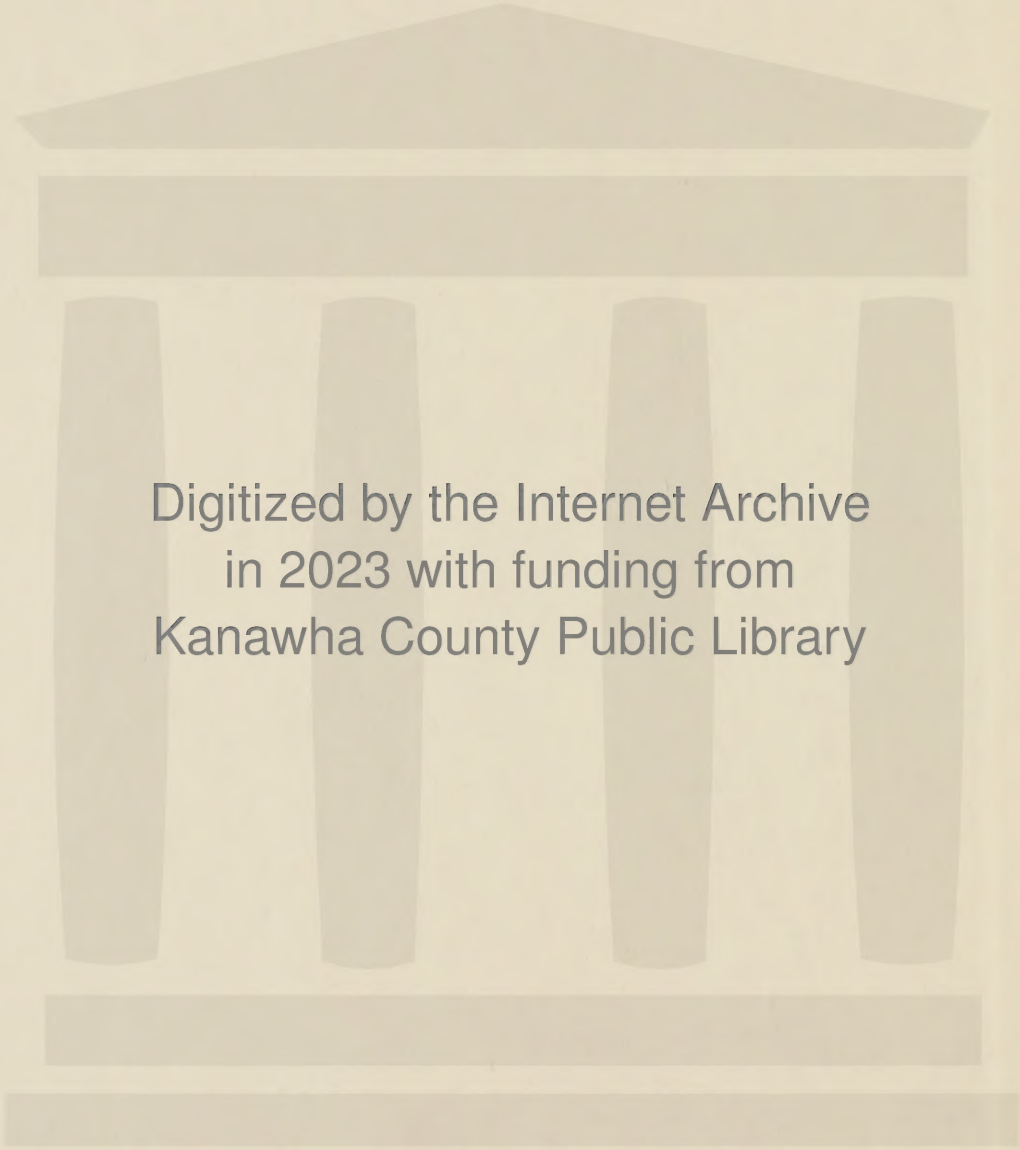
Digitized by the Internet Archive
in 2023 with funding from
Kanawha County Public Library

https://archive.org/details/minutesjuly1201641kana

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
July 1, 2016

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 1, 2016 at 9:00 a.m. in the Ray Room of the Main Library.

The following Board Members were present:

Mr. M. Albert	Ms. J. Pauer
Dr. K. Bailey	Ms. A. Silbernagel
Ms. M. Jaensson	Ms. D. Sullivan
Mr. J. Jarrett	Mr. B. Thomas
Ms. E. Lord	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Mr. Tim Venitsanos, Facilities Manager; and Sarah Mitchell, Main Library Public Services Manager.

Ms. Pauer presided. The Director served as Secretary. Ms. Pauer reported that a quorum was present.

Approval of Minutes. Under the report of the Ad Hoc Nominating Committee Mr. Albert suggested that the June minutes be amended to read…"the Nominating Committee had discussed the slate of officers to put forward to the Board". Upon motion duly made, seconded and adopted, the minutes of the June 13, 2016, meeting were approved as amended.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $64,167.16 and the Book Bills in the amount of $48,427.05 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $1,283.96 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $31,650.96 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

NEW BUSINESS:

Election of Board Officers. The proposed slate of officers was submitted to the Board in a report of the Nominating Committee on June 13, 2016. A motion was duly made and passed by acclamation to elect the following as officers of the KCPL Board of Directors for the fiscal year 2016-2017:

Ms. Monika Jaensson, President
Mr. Ben Thomas, First Vice-President
Ms. Stephanie Haden, Second Vice-President
Mr. Alan Engelbert, Secretary/Treasurer

Clendenin and Elk Valley Flood Issues. The Elk Valley Branch building leased at the Crossings Mall was not damaged by the flood of June 23rd. However, the bridge carrying the access road to the Mall is completely washed away. There is very limited access to the Mall via a temporary road, but no regular and safe access for vehicles or pedestrians. The Branch cannot operate or provide service until regular and safe access can be restored by construction of a new bridge. There currently is no timeline for completion of construction of a new bridge. The Library is exploring with legal counsel whether it is obligated to pay rent for its leased facility during the period when it cannot operate and serve the public. The Library is seeking space to provide limited service on a temporary basis until access to the facility at the Crossings Mall can be restored.

The Clendenin Branch is owned by KCPL. The interior of the building and all of its contents appears to be completely destroyed by flood. The flood washed out the storefront windows at the front of the building and a window on the side towards the Elk River. Ms. Blessing showed a series of pictures of the interior of the building showing the extent of the damage. Subject to review by insurance adjusters, Mr. Engelbert believes that the contents of the building are a total

loss. The main building systems (electrical, HVAC, water) were completely inundated and probably are a total loss. We do not know if the building is structurally sound.

The Library carries flood and property insurance on the Clendenin Branch with separate carriers. Each is sending an adjuster to Clendenin to assess the extent of the loss. Mr. Engelbert explained that coverage under our flood insurance is limited to $300,000 for the building and $300,000 for the contents; while a special endorsement to our property insurance includes $50,000 for the building and $50,000 for the contents. The flood insurance adjuster authorized an advance of $75,000 for the building and $75,000 for the contents. The reports of both adjusters are due to be completed sometime the week of July 4th.

The Board discussed options for handling the Clendenin facility. Options appear to be to clean out the existing structure and restore it; raze the building and rebuild on the current site; raze the building and look for a different site in the Clendenin area, perhaps in partnership with another organization such as the Community Center; or provide service out of the Elk Valley Branch once it reopens. Mr. Jarrett suggested he has qualified people in his firm who could provide an estimate of what it would cost to demolish the existing facility. The Library has obtained three quotes on the cost to clean and restore the facility and anticipates that a 4th quote will be forthcoming.

Board members asked a number of questions, including FEMA regulations controlling rebuilding, any limitations on the use of insurance proceeds, the status of power and water service to the facility, and whether the exterior dryvit material will dry out sufficiently to be retained if the building is restored. Answers to these questions will be sought.

Marsha Alford is in contact with all of the staff members of the Elk Valley and Clendenin branches to begin addressing employment issues. We are attempting to place employees who are ready and able to come to work temporarily at other KCPL locations in positions reasonably suited to their experience and that take into account each employee's personal situation. Some employees who have lost everything may not be able to return to work in the immediate future.

The Library will seek to provide service to the Clendenin area through the Mobile Library once a suitable location can be found. Staff are working to revise the schedule of stops made by the

Mobile Library and will be prepared to provide an extended stop as soon as it is practical to do so.

Ms. Jaensson suggested that the previously-cancelled July 11th regular meeting of the Board be reinstated to the calendar to allow for timely discussion of the issues involved in the aftermath of the flood. Upon a motion duly made, seconded and carried the Board will meet on Monday, July 11th at 4:00 p.m. in the Ray Room. Ms. Jaensson assigned the Support Services/Building Committee to consider issues involved with the Elk Valley and Clendenin branches.

Programs scheduled for Elk Valley and Clendenin are being cancelled or relocated. The WV Mobile Gaming event has been moved to Elkview Middle on Saturday, July 2nd. The Library will also arrange to give books to people of all ages who may have lost all of their possessions in the flood or are displaced.

The Board thanked the staff for their work during a very trying time.

There being no further business the meeting was adjourned.

Monika L. Jaensson
President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
July 11, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 11, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. B. Lord
Dr. K. Bailey	Ms. C. Morgan
Dr. M. Blackwell	Ms. J. Pauer
Ms. S. Haden	Ms. A. Silbernagel
Ms. M. Jaensson	Ms. D. Sullivan
Mr. J. Jarrett	Mr. B. Thomas

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Mr. Tim Venitsanos, Facilities Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the July 1, 2016 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $67,662.14 and the Book Bills in the amount of $16,549.24 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $6,090.94 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $338.28 duly certified and approved in

accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

NEW BUSINESS:

Retirement Resolution – Sandy Frercks. Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, Ms. Frercks was employed by the Kanawha County Public Library in December 1978 and has submitted her intent to retire effective July 25, 2016; and

WHEREAS, Ms. Frercks has served as a part-time Clerk from August 1978 until September 1982; and

WHEREAS, Ms. Frercks has served in the Catalog Department from September 1982 until July 1985, first as a Junior Clerk, promoted to Senior Clerk, promoted to Data Entry Operator ; and

WHEREAS, Ms. Frercks has served as an Automation Technician from July 1985 until December 1999; and

WHEREAS, Ms. Frercks has served as an Office Associate in the Directors Office from December 1999 until November 2007; and

WHEREAS, Ms. Frercks has served as an Office Associate in the Facilities Department from November 2007 until her retirement; and

WHEREAS, Ms. Frercks has served as the Book Sale Coordinator, providing an invaluable service to our patrons and the community; and

WHEREAS, Ms. Frercks fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Frercks' years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Frercks a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that the resolution be spread upon the minutes of the meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Sandy Frercks.

Clendenin and Elk Valley Flood Issues: Mr. Engelbert updated the Board on the condition and status of the Elk Valley Branch. There was no flood damage to the facility, but the culvert and access road into the Crossing Mall was washed out. There is no access to the Mall at this time and no access to KCPL's facility. There has been speculation that a temporary road may be created to allow at least limited access by employees and customers to the Mall. At this time there are not any reliable estimates as to when the road will be replaced and access to the facility restored. The owners of the Crossing Mall have emailed the tenants urging them to contact their insurance providers and instructing them to continue to pay rent for during this time.

The Library's Counsel has provided an opinion that KCPL is not responsible for paying rent during the time in which there is no regular access to the facility for patrons and staff. The Board discussed this matter at length and by consensus requested that the Director contact appropriate representatives of the Mall ownership to convey and discuss Counsel's opinion and then proceed as appropriate in conjunction with the Board President and Counsel.

Mr. Engelbert provided the Board with the details of renting the former Elk Valley Branch facility as a temporary branch location to serve people in the Clendenin and Elk View areas. It is available and could quickly be made usable for Library purposes. On motion made, seconded and duly passed the Board authorized the Director to enter into an agreement for a temporary location in the Elk View area to provide library service, dependent on estimates of how long the Crossing Mall location will be inaccessible to patrons, and provided that this action will not interfere with any flood or property insurance reimbursements or state of federal assistance to recover from flood losses.

The Clendenin Branch sustained major damage. All contents appear to be a total loss, the storefront and windows were washed out by the force of water in the building, and the interior and most of the exterior are covered deeply in mud.

Mr. Engelbert provided the Board with information received from FEMA and from the Library's flood and property insurance carriers. Based on initial estimates of damage, the insurance adjuster employed by Philadelphia Indemnity has authorized an initial advance of $60,000 for contents and $60,000 for the building. If costs for damage incurred are higher than these amounts, it does not limit funds that KCPL can receive up to the limits of the policy. If costs prove to be less than the amounts advanced KCPL will have to reimburse the insurance carrier.

Upon a motion duly made, seconded, and carried, the Board approved that Mr. Engelbert was to move forward with the insurance company and accept the initial advance funds in the amount of $60,000 for contents and $60,000 for the building provided that these funds do not limit or forfeit rights to any future reimbursements for which KCPL may be eligible.

Ms. Jaensson advised the Board that conditions in the Clendenin Branch building are such that a decision to either clean the facility or to raze it needed to be made at this meeting. Mr. Engelbert provided the Board with cost information for the both gutting the building and cleaning it and for tearing down the building. There was much discussion among the Board as to the best option to deal with the immediate situation and how it might impact future plans for library service to Clendenin and the surrounding area.

Upon a motion duly made, seconded and carried, the Board authorized the Director to move ahead with the cleanup of the facility and authorized the Director to enter into an agreement with Belfor Property Restoration for gutting and sanitizing the building, including all proper certifications upon completion in the amount of $37,775.

Mr. Engelbert discussed initial steps to provide service in Clendenin through the Mobile Library. However, there is currently no viable location at which to park the bus and provide service. Mr. Engelbert will continue to keep the Board apprised of the situation as it continues.

Other. The August 8, 2016 Board meeting will be held at the Riverside Branch Library at 4pm. This meeting will include the annual program for the public.

There being no further business the meeting was adjourned.

Monika L. Jaensson
President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
August 8, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 8, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. B. Lord
Dr. K. Bailey	Ms. C. Morgan
Dr. M. Blackwell	Ms. J. Pauer
Ms. S. Haden	Ms. S. Poffenbarger
Ms. M. Jaensson	Ms. A. Russell
Mr. J. Jarrett	Ms. A. Silbernagel
	Mr. J. Withrow

Also present were Mr. Alan Engelbert, Director, and Tricia Stringer, Administrative Coordinator. In addition, the meeting was attended by a number of staff members, advisory board members, Friends, and patrons.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the July 11, 2016 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $169,799.98 and the Book Bills in the amount of $59,948.84 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $2,000.54 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $13,605.82 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Support Services/Building Committee. The Committee met prior to the Board Meeting to discuss the request by the Town of Marmet that due to lack of action, land previously donated to KCPL be returned to the Town. Upon a motion duly made and carried, the below resolution was passed.

WHEREAS, the Kanawha County Public Library had endeavored over the years to generate sufficient funding for the construction of a new branch library in Marmet, West Virginia; and

WHEREAS, on November 9, 2007 the Town of Marmet deeded to the Library land for the new branch building; and

WHEREAS, because of the inability to raise the necessary capital for construction of the Library, the Town of Marmet has requested to exercise its rights under the deed to have the property returned to the Town;

NOW THEREFORE BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library take such steps, as with the advice of counsel are appropriate to return property previously deeded to the Library to the Town of Marmet; and be it further

RESOLVED that the Board President and Director, with the assistance of Counsel, take such actions as are necessary and appropriate to return that property back to the Town of Marmet; and be it further

RESOLVED, that the Board of Directors expresses its thanks and appreciation to the Town of Marmet for its support of the Library, expresses its disappointment that, because of the lack of funding, a new branch library has not been constructed, and expresses its hope that conditions in the future will once again allow consideration of a new branch library in Marmet.

Ad Hoc Building Projects Committee. The Committee recommended that the Board approve an amendment the agreement with Silling Architects to produce an additional graphic test fit for a potential site. This would increase the number to four.

Upon a motion duly made and carried, the Board approved the Design Fee Amendment as presented.

NEW BUSINESS:

Appointment of Board Committees. Ms. Jaensson noted the updated standing committee assignments included in the previously distributed Board packet.

Resolution in Honor of Service – Cheryl Crigger Morgan. Upon a motion duly made and seconded, the following resolution was passed by acclamation. Ms. Jaensson also presented a gift from the Board in appreciation of Ms. Morgan's service.

RESOLVED, That Ms. Cheryl Morgan has served as the President of the Board of Directors of the Kanawha County Public Library since July 2014; and

WHEREAS, Ms. Morgan has led the Board with great distinction during a period of time that has included: the implementation of the "Loving My Library" Campaign; the successful passage of the Excess Levy for Library Funding; the triumphant return of the WV Book Festival; the completion of the KCPL Long Range Plan 2016-2020; and the creation of the Ad Hoc Building Committee charged with re-imagining the New Main Library Building Project, which Ms. Morgan will continue to Chair.

WHEREAS, Ms. Morgan has given tirelessly, enthusiastically and selflessly of her time and talent for the benefit of the Library;

NOW THEREFORE BE IT RESOLVED, That the Board of Directors wishes to express its deep appreciation for the leadership she has rendered to the Library during her tenure as President of the Board.

Retirement Resolution – Kay Ferrill. Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, Ms. Ferrill was employed by the Kanawha County Public Library in November 2000 and has submitted her intent to retire effective September 9, 2016; and

WHEREAS, Ms. Ferrill has served as the Dunbar Branch Manager from November 2000 until May 2008; and

WHEREAS, Ms. Ferrill has served as Circulation Services Supervisor from May 2008 until September 2011; and

WHEREAS, Ms. Ferrill has served as the Technical Services Manager from September 2011 until her retirement; and

WHEREAS, Ms. Ferrill fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Ferrill's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Ferrill a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that the resolution be spread upon the minutes of the meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Kay Ferrill.

Other. Ms. Silbernagel reminded the Board that the Membership Committee is still seeking one more KCPL Board member. If there are suggestions, please forward them to the Committee.

SPECIAL PRESENTATION:
Kanawha County Public Library: Our Story Continues

Ms. Jaensson welcomed everyone and thanked them for coming to the continuation of the Annual Meeting of the Kanawha County Public Library.

Mr. Sam Payne of the Kiwanis Club of West Charleston was unable to attend today's meeting to present a check from the Kiwanis. Ms. Jaennson reported that the Kiwanis Club Corporate Regatta was a great success again this year. KCPL accepted a check for $3,500 to support the Library's Summer Library Program. Both the Kiwanis Club and KCPL are looking forward to racing again next year.

Ms. Jaensson introduced Marketing Manager, Ms. Terry Wooten. Ms. Wooten spoke about the return of the WV Book Festival in 2015 and presented a slide show of the event. The return of the Festival was a highlight of the year. As our story continues, so does the Book Festival. Ms. Wooten introduced Associate Director of Public Services, Ms. Toni Blessing.

Ms. Blessing gave a brief introduction of the authors scheduled to appear at the 2016 WV Book Festival to be held October 28-29 at the Civic Center. Some of the authors include Erik Larson, Sandra Brown, Stephen Counts, and Philip Rothfuss. Early buzz on the Festival has been overwhelmingly positive.

Mr. Engelbert provided an update on the recent flooding that effected the Clendenin and Elk Valley Branches. He showed pictures of the devastation to the Clendenin Branch, which was essentially a total loss. The Library is working with the community to provide service and be of assistance to those patrons in need.

Ms. Jaensson again thanked everyone who attended the meeting. She also wanted to thank all of the people who continue to work for and support the Library. This includes the staff, the Library Board, the Foundation Board, Friends of the Library, Branch advisory Boards, patrons, volunteers, and community members. She invited everyone to stay for refreshments.

There being no further business the meeting was adjourned.

Monika F. Jaensson
President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
September 12, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 12, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Dr. K. Bailey	Ms. J. Pauer
Dr. M. Blackwell	Ms. V. Rugeley
Mr. J. Jarrett	Ms. A. Russell
Ms. B. Lord	Ms. A. Silbernagel
Ms. E. Lord	Mr. B. Thomas
Ms. C. Morgan	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Mr. Tim Venitsanos, Facilities Manager; Ms. Marsha Alford, Human Resources Manager; Mr. Seth Newell, Technical Services Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Thomas presided. The Director served as Secretary. Mr. Thomas reported that a quorum was present.

Mr. Thomas introduced Mr. Ted Streit, Kiwanis District Governor for West Virginia and Mr. Michael Dempsey, President of the Kiwanis Club of West Charleston. They presented KCPL with a check for $3,500 from the Corporate Regatta Fundraiser held in June as part of FestivAll. Mr. Thomas thanked the Kiwanis Club and expressed the library's appreciation and desire to work together again next year.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the August 8, 2016 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $197,313.11 and the Book Bills in the amount of $102,594.71 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $2,400.42 duly certified and approved in accordance with the

Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $49,451.07 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Support Services/Building Committee. Mr. Engelbert continues to work with FEMA and insurance adjusters on reimbursement for flood related issues at the Clendenin and Elk Valley Branches. Costs to establish the "Elk Valley Express" branch have been submitted to FEMA. We are awaiting a report on the extent of flood damage to the building at Clendenin to submit to our insurance carrier and FEMA. Requested information on the contents of Clendenin and their value have been submitted. No time frame for a decision on reimbursement for losses has been provided to this point.

There is still no access to the Elk Valley Branch at the Crossings Mall. We are continuing service at the former Elk Valley Branch location. The Mobile Library is providing service at Clendenin from 2:00-6:00 p.m. on Friday afternoons.

There are funds in the adopted budget to upgrade lighting at the Dunbar Branch, particularly in the meeting room. The Committee authorized Mr. Engelbert to develop and release an EOI to solicit architectural, engineering or consultant firms to provide professional services necessary to develop the project scope, specifications, etc. The responses will be evaluated by the Committee and a recommendation brought to the Board.

The St. Albans Branch Advisory Board has requested new energy efficient lighting for the branch. KCPL will develop and issue an RFP for this project. The St. Albans Advisory Board will reimburse KCPL for the final cost when the project is completed. The Advisory Board will be invited to participate in discussion of the responses to the RFP prior to the award of the contract

Finance Committee. The Committee met recently to review the proposed carry over adjustment to the 2016-2017 Budget. This is a process that is completed yearly. Mr. Engelbert explained the requests the Board.

Upon a motion duly made and carried, the below resolution was approved.

RESOLVED, that the fiscal year 2016/2017 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year and allow additional funds to be taken from the unencumbered fund balance for the items designated.

Account	Department	Encumbrance
Advertising	Marketing	$ 250.00
Automation Equipment	Automation	$ 21,781.20
Automation Repair & Maintenance	Automation	$ 2,388.60
Automation Supplies	Administration	$ 3,488.79
Book festival	Marketing	$ 3,420.00
Bookmobile maintenance	Bookmobile	$ 448.28

Building Repair & Maintenance	Facilities	$	3,460.00
Building repair & maintenance	Cross Lanes	$	557.70
Copier Expense	Administration	$	196.60
Contractual Services - Internet	Automation	$	9,400.00
Furniture & Equipment	Public Services	$	2,772.42
Furniture & Equipment	Cross Lanes	$	481.30
Furniture & Equipment	Dunbar	$	44.80
Furniture & Equipment	Riverside	$	67.19
Furniture & Equipment	Sissonville	$	270.59
Housekeeping Supplies	Facilities	$	1,778.06
Housekeeping Supplies	Glasgow	$	49.50
Miscellaneous Expense	Administration	$	90.00
Printing	Marketing	$	1,100.00
Programming	Public Services	$	600.00
Staff Travel	Administration	$	131.00
Supplies	Administration	$	1,781.83
Supplies	Automation	$	156.75
Supplies	Public Services	$	138.51
Supplies	Tech Services	$	1,608.90
Supplies	Cross Lanes	$	93.32
	SUBTOTAL	$	56,555.34
UNEXPENDED COMMUNITY PARTICIPATION PROJECT GRANT FUNDS			
Administration		$	28,000.00
Clendenin		$	3,799.84
Cross Lanes		$	557.70
Elk Valley		$	3,750.00
Nitro		$	171.61
Sissonville		$	3,959.24
Marmet Construction		$	19,250.00
	SUBTOTAL	$	59,488.39
OTHER			
Collection Materials	Nitro	$	12,900.00
	SUBTOTAL	$	12,900.00
Grand Total		**$**	**128,943.73**

The Committee also reviewed the West Virginia Library Commission grant for flood relief. Upon a motion made and carried, the Board approved the acceptance of the grant in the amount of $10,733 and modification of the current budget to reflect the funds received.

Personnel Committee. Ms. Pauer explained to the Board the Committee has met multiple times to discuss the issue of employee compensation for Sunday hours. Per the current Policy #104 Hours of Work, full-time and part-time employees are not compensated on the same basis for work on Sundays. The committee previously distributed an updated policy that would address this issue and resolve the situation. After much discussion among the board members, a motion was made and carried, with Ms. Morgan opposed, that Board action on the matter be deferred until a question raised regarding how the matter was listed on the published Agenda could be satisfied.

OLD BUSINEESS: None

NEW BUSINESS:

Volunteen Resolution. Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, volunteer service is a very important contribution to the improvement of the quality of life in all communities; and

WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and

WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Library Club;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 2016 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

Other. Mr. Blackwell wanted to thank the Board on behalf of the Elkview and Clendenin communities for their support and dedication during the flood recovery. He also personally thanked the staff for their continued excellent customer service.

There being no further business the meeting was adjourned

Monika Jaenson
President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
October 10, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 10, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. J. Pauer
Dr. K. Bailey	Ms. S. Poffenbarger
Dr. M. Blackwell	Ms. V. Rugeley
Ms. M. Jaensson	Ms. D. Sullivan
Mr. J. Jarrett	Mr. B. Thomas
Ms. C. Morgan	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director of Public Services; Ms. Terry Wooten, Marketing Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Marsha Alford, Human Resources Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Mr. Anthony DeMinico, Reference Librarian; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the September 12, 2016 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $203,798.64 and the Book Bills in the amount of $103,554.61 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $1,696.12 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $1,742.94 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

STAFF REPORT:

Hoopla Services. Mr. Engelbert introduced Reference Librarian, Anthony Deminico. Mr. DeMinico provided a demonstration of a new service called Hoopla. It is a streaming digital media service for libraries and their patrons. It includes audio books, movies, music, and more. It differs from other digital services the Library offers in that an unlimited number of patrons can borrow an item simultaneously, and the Library is charged a unit price every time a patron downloads or streams a title. KCPL patrons can "check out" ten items a month.

REPORTS OF COMMITTEES:

Ad Hoc Building Committee. Ms. Morgan reported that the Committee met to review the final four site options for the new main library. The Committee requires additional information about one of the sites under consideration before further discussions can result in a recommendation to the Board.

OLD BUSINEESS:

Personnel Committee. Revisions to Policy #104 Hours of were presented as a recommendation of the Personnel Committee at the September meeting of the Board. The revisions resolve issues of employee compensation for work on Sundays. Action was deferred until the October meeting. Upon a motion duly made and carried the Board approved the Policy as revised below with Dr. Bailey opposed.

KANAWHA COUNTY PUBLIC LIBRARY SYSTEM
PERSONNEL POLICIES AND PROCEDURES

SECTION: 100 EMPLOYMENT EFFECTIVE DATE: October 10, 2016
POLICY NO. 104

SUBJECT: Hours of Work

POLICY: It is the policy of the Library to establish the time and duration of working hours as required by public service needs, work load, efficient management of human resources and any applicable laws.

COMMENT:

(1) The normal workweek is 12:01am, Monday to 12:00 midnight, Sunday and consisting of thirty-seven and one half (37.5) hours. The normal workday will consist of seven and one half (7.5) hours of work with an unpaid meal period. Rest or break periods are considered as time worked.

(2) Each Department Head/Branch Manager will determine the schedule of hours for their employees. The employees will be informed of their daily schedule of hours of work and their meal and break periods. Changes that are considered necessary or desirable to meet the needs of the department/branch will be made.

(3) Non-exempt employees (those employees who are subject to the overtime provisions of the Fair Labor Standards Act) are required to submit timesheets accurately reporting hours worked during each pay period to the supervisor. The supervisor shall approve timesheets and timely submit them to the Accounting office.

(4) All non-exempt employees will be paid time and a half for all time worked in excess of forty (40) hours in a workweek. Employees are not permitted to work overtime without the prior approval of their supervisor and the Manager, Human Resources. Holidays and paid leave are not considered as time worked in the calculation of overtime.

(5) The use of compensatory time to pay for overtime can only be used for the situations outlined below. Any exceptions will require the approval of the Manager, Human Resources.

ANNUAL BOOK SALE

Full time employees (both exempt and non-exempt) will earn one and one half (1.5) hours of compensatory time for each hour worked at the Annual Book Sale provided they have worked a thirty-seven and one half-(37.5) hour schedule during the established work week.

ANNUAL STREET FAIR

Full time employees (both exempt and non-exempt) will earn one and one half-(1.5) hours of compensatory time for each hour worked at the Annual Street Fair provided they have worked a thirty-seven and one half-(37.5) hour schedule during the established work week.

When employees earn compensatory time, they will need to complete form SW1109 and have their supervisor sign it. When employees use compensatory time, they will need to complete form SW1004. Compensatory time must be used before annual or personal leave.

(6) SUNDAY PUBLIC SERVICE WORK - When full-time employees are scheduled for Sunday Public Service Work, they will only be scheduled for thirty (30) hours from Monday through Saturday of that workweek. If they fail to work as scheduled on a Sunday, they will be charged with a day (7.5 hours) of leave, as well as a day of absence.

A part-time employee will be paid at an hourly rate for hours worked on Sundays determined in accordance with the following formula: (a) (i) 7.5 divided by (ii) the number of hours that the Library is operating on the applicable Sunday, multiplied by (b) such part-time employee's regular rate of pay. However, if the Library is operating on a Sunday for more than 7.5 hours (which is not currently contemplated), then a part-time employee's hourly rate for Sunday work will be such employee's regular rate of pay.

By way of example, if the Library is operating on a Sunday for 4.5 hours, and a part-time employee's regular rate of pay is $10.00 per hour, then such employee would be paid at a rate of $16.67 per hour for the Sunday work ((a) (i) 7.5 divided by (ii) 4.5, multiplied by (b) $10.00).

By way of further example, if the Library is operating on a Sunday for 6.5 hours, and a part-time employee's regular rate of pay is $10.00 per hour, then such employee would be paid at a rate of $11.54 per hour for the Sunday work ((a) (i) 7.5 divided by (ii) 6.5, multiplied by (b) $10.00).

Approved by a resolution of the Board of Directors on October 10, 2016.

NEW BUSINESS:

Appointment of Ad Hoc Audit Committee. Ms. Jaensson appointed an Ad Hoc Audit Committee responsible for reviewing and scoring proposals submitted by firms wanting to conduct the fiscal year 2015-2016 audit of KCPL, including the Library Foundation of Kanawha County, Inc. The Committee includes: Mr. Albert, Dr. Bailey, Ms. Jaensson, Mr. Jarrett, Ms. E. Lord, Mr. Thomas, Mr. Withrow, Alan Engelbert and Kim Runion. The Committee will forward a recommendation to the Board for final action.

Other. Dr. Blackwell requested it be recorded in the minutes his compliments to KCPL staff members Ms. Tammy Parker and Ms. Debbie Edelman for their service when he visited the Mobile Library. Dr. Blackwell expressed concern that the addition of a Mobile Library stop at Bridge Elementary reduced service in the Town of Clendenin from every week to every other week. Mr. Engelbert will investigate and report to the Board.

There being no further business the meeting was adjourned

Monica F. Jaensson
President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
November 14, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 14, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert
Ms. S. Haden
Ms. M. Jaensson
Mr. J. Jarrett
Ms. S. Poffenbarger
Ms. A. Russell
Ms. A. Silbernagel
Mr. B. Thomas
Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Terry Wooten, Marketing Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Marsha Alford, Human Resources Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Representatives from AEP were in attendance to present a check for $2,000 from their "Read to Me" fund for flood recovery efforts at KCPL. The Board expressed its thanks for this generous gift.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the October 10, 2016 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $151,045.47 and the Book Bills in the amount of $114,040.90 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $253,234.69 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

RESOLVED, that the quote from Aaron's Products, Inc. be accepted to supply a Toshiba e-Studio 4555c in the amount of $8,523 ; and be it further

RESOLVED, that Contingency funds be used for this purpose and the 2016-2017 Budget be revised accordingly.

Support Service/Building Committee. A proposal from ZMM Architects was the only response received to an RFP issued for a project to upgrade lighting at the Dunbar Branch. The Board members discussed the need for architectural services and for the architect to provide construction oversight.

Upon a motion duly made and seconded, the below resolution was carried.

WHEREAS, the Kanawha County Public Library (Library) wishes to upgrade the lighting at its Dunbar Branch located at 301 12th Street Mall, Dunbar, West Virginia; and

WHEREAS, the KCPL requires the use of the services of a qualified architectural/engineering firm to provide professional design and construction phase services for this lighting project; and

WHEREAS, the Library issued an "Expression of Interest" document and directly solicited responses from three qualified local firms, which solicitation resulted in the timely receipt of an expression of interest from ZMM Architects and Engineers;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library has received a report from the Support Services/Building Committee and authorizes the Committee, on behalf of the Library, to enter into scope of work and contract negotiations with ZMM, Architects and Engineers, Charleston, West Virginia, and return to the Board with the results of those negotiations for the Dunbar Branch lighting project and that the President, Director, and other officers of the Kanawha County Public Library, with the advice and assistance of Counsel, are authorized and directed to take all actions necessary to carry into effect this Resolution.

Mr. Engelbert will discuss the scope of services and fee with ZMM and bring the results back to the Board for consideration.

Ad Hoc Building Committee. Ms. Jaensson reported that the Committee is continuing to review information on the final four sites for a Main Library project. The Committee recommends that a survey of asbestos and hazardous material at the Main Library be undertaken to identify cost of remediation as part of the assessment of project options. The Board approved a motion authorizing Mr. Engelbert, with assistance of counsel, to proceed with development and issuance of an RFP for this project.

The Board discussed the Foundation's interest in hiring a firm to assist in communication with the public regarding the Main Library project and with fundraising efforts.

After much discussion, upon a motion duly made and carried, the below resolution was approved as amended.

WHEREAS, the Kanawha County Public Library (Library) and the Library Foundation of Kanawha County, Inc. (Foundation) have worked diligently and in close cooperation to plan and bring to fruition the expansion and enhancement of the services of the Library through a Main Library capital project; and

WHEREAS, the Foundation wishes to contract with a firm to assist in communication with the public and in fund raising efforts necessary to help make the vision of the Board of Directors for the Main Library a reality; and

WHEREAS, the Board endorses the interest of the Foundation to secure these services and has cooperated with the Foundation in the development and issuance of an "Expression of Interest" (EOI) document and assisted in the direct solicitation of three local firms qualified to provide these services; and

WHEREAS, The Manahan Group located at 222 Capitol Street, Charleston, West Virginia timely submitted a proposal in response to the EOI which meets the needs of the Library and the Foundation;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library has reviewed the proposal submitted by The Manahan Group and recommends that the Foundation enter into a contract with The Manahan Group; and be it further

RESOLVED, that the Library extends its full cooperation and support to the Foundation and The Manahan Group as we work together to bring to the people of Kanawha County a library facility that can efficiently and effectively deliver service for decades to come.

OLD BUSINESS: None

NEW BUSINESS: None

There being no further business the meeting was adjourned

Yvonne L Jaenner
President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
December 12, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 12, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert
Dr. M. Blackwell
Ms. S. Haden
Ms. M. Jaensson
Mr. J. Jarrett
Ms. E. Lord
Ms. C. Morgan
Ms. J. Pauer
Ms. S. Poffenbarger
Ms. V. Rugeley
Ms. A. Russell
Ms. A. Silbernagel
Ms. D. Sullivan
Mr. B. Thomas
Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director of Public Services; Ms. Terry Wooten, Marketing Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Marsha Alford, Human Resources Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Additional members of the Ad Hoc Building Committee and representatives of Silling & Associates and HBM Architects were also in attendance.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the November 14, 2016 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $89,094.28 and the Book Bills in the amount of $51,749.75 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $1,234.87 duly certified and approved in accordance with the

Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $1,970.44 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

OLD BUSINESS: None

NEW BUSINESS: Retirement Resolution - Mike Burgess. Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, Mr. Burgess was employed by the Kanawha County Public Library in March 2004 and has submitted his intent to retire effective December 31, 2016; and

WHEREAS, Mr. Burgess has served as a Computer Technician from March 2004 until July 2008; and

WHEREAS, Mr. Burgess has served as Automation Specialist from July 2008 until his retirement; and

WHEREAS, Mr. Burgess was the recipient of the 2011 Linda G. Wright Award for Excellence in Library Service; and

WHEREAS, Mr. Burgess fulfilled the responsibilities of each of his positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Mr. Burgess's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Mr. Burgess a retirement filled with good health and enjoyment in whatever areas of interest and endeavor he may choose;

AND BE IT FURTHER RESOLVED, that the resolution be spread upon the minutes of the meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Mike Burgess.

REPORTS OF COMMITTEES:

Ad Hoc Building Projects Committee. At this point in the meeting Ms. Jaensson advised the Board that the report of the Ad Hoc Building Projects Committee would include matters involving the purchase, sale or lease of property which if made public might adversely affect the financial or other interests of KCPL as a public agency and should be dealt with in executive session pursuant to WV Code Section 6-9A-4(b)(9).

Whereupon upon motion duly made and seconded, that the Board go into executive session to receive the report of the Ad Hoc Building Projects Committee; the motion to go into executive session was unanimously approved by the Board.

Following the adjournment of the executive session, the public Board meeting resumed.

There being no further business the meeting was adjourned

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
January 9, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 9, 2017 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. J. Pauer
Dr. M. Blackwell	Ms. S. Poffenbarger
Ms. S. Haden	Ms. A. Russell
Ms. M. Jaensson	Ms. A. Silbernagel
Mr. J. Jarrett	Ms. D. Sullivan
Ms. B. Lord	Mr. B. Thomas
Ms. C. Morgan	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director of Public Services; Ms. Terry Wooten, Marketing Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the December 12, 2016 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $78,950.31 and the Book Bills in the amount of $119,285.71 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $1,021.88 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $1,593.53 duly certified and approved in

accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Finance Committee. Mr. Thomas reported that the committee met recently to discuss outstanding issues. The Library applied for federal and state grant funds for flood relief. Our two applications have been approved. A check has been received in the amount of $403,251.48 from the State of West Virginia for flood damage to the Elk Valley and Clendenin branch libraries, of which $31,805.28 is allocated to Elk Valley and $371,446.20 to Clendenin according to the terms of the grant awards. Upon a motion made and carried, the Board authorized the acceptance of these funds and modification of the 2016/2017 Budget as appropriate.

The Committee also reviewed proposed branch assessments for FY 2017/2018. A copy of the resolution was previously distributed to the Board for review. Mr. Engelbert explained how the amounts are calculated and answered questions from the Board. A motion was made, seconded and carried to amend the Resolution to include the Clendenin Branch on the resolution but to indicate the assessment is waived. Upon a motion duly made and carried, the resolution below was approved as amended.

WHEREAS the requested branch contributions for the Dunbar and St Albans branches are based on the 2016 property valuations, multiplied by the same rate per $100 of assessed valuation on the various classes of property as is established by the KCPL Special Act; and

WHEREAS the assessments for the other branches are based on 3.5% of operating costs; and

WHEREAS the costs of administration, human resources, automation, telecommunications, technical services, maintenance, and marketing continue to be budgeted centrally and no portion of these costs is assigned to branches;

NOW THEREFORE BE IT RESOLVED, that the following amounts be requested from the various municipalities and local library advisory boards as contributions or assessments for the fiscal year 2017/2018:

	FY '16/17 Operating Budget	Current FY Contribution	Proposed Contribution 3.5%
Clendenin	$142,448	$4,748 Waived	$4,986 Waived
Cross Lanes	$260,603	$8,846	$9,121
Elk Valley	$283,099	$9,462	$9,908
Glasgow	$28,394	$972	$994
Marmet	$97,871	$3,250	$3,425
Riverside	$218,960	$7,527	$7,664
Sissonville	$252,562	$8,310	$8,840

Branch Support Subtotal		$38,367	$39,952
	FY '16/17 Operating Budget	Current FY Budgeted	Proposed Assessment
Dunbar	$287,091	$63,000	$79,954
St. Albans	$436,293	$50,000	$121,587
TOTAL		$151,367	$241,493

Support Services/Building Committee. Mr. Albert reported that the Committee met recently to review issues as listed on the Agenda. Mr. Albert gave a brief summary of the topics discussed, reviewed previously-distributed resolutions regarding each issue and answered questions from the Board.

Main Library Hazardous Materials Survey. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the Kanawha County Public Library (KCPL) has requested Qualifications (RFQ) and Proposals (RFP) from experienced firms to conduct comprehensive hazardous materials investigation and testing of the Kanawha County Public Library's Main Library located at 123 Capitol Street in Charleston, West Virginia, to provide recommendations for the abatement or mitigation of hazardous materials that may be identified and to provide cost estimates for the abatement or mitigation of all hazardous materials identified; and

WHEREAS, five firms qualified to conduct the investigation and testing for hazardous materials have timely submitted responses in accordance with the requirements and deadlines stated in the RFQ/RFP document issued by the KCPL; and

WHEREAS, it is in the best interests of the KCPL to accept the low Proposal from a firm qualified and capable of performing the work in accordance with the requirements and deadlines stated in the RFQ/RFP document issued by the KCPL;

NOW, THEREFORE BE IT

RESOLVED, that the KCPL accepts the proposal submitted by Terradon Corporation of Nitro, West Virginia for a lump sum fee in the amount of $6,865; and be it further

RESOLVED, that the President and Director of the Kanawha County Public Library, with the advice and assistance of Counsel, are authorized and directed to take all actions necessary to carry into effect this Resolution.

Donation of Land to Kanawha County Public Library. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, in 2001 the St. Albans Public Library Board, Inc. (the Advisory Board) purchased three parcels of land in the immediate vicinity of the St. Albans Branch of the Kanawha County Public Library (KCPL) and developed the land to serve as parking lots for the patrons and staff of the St. Albans Branch; and

WHEREAS, the parking lots have contributed greatly to the use and success of the St. Albans Branch Library and are very important to the continued provision of Library service to the people of St. Albans; and

WHEREAS, to ensure that the parking lots always remain available to enhance the services provided by the KCPL and to reduce the financial burden on the Advisory Board to maintain and insure the lots the Advisory Board has acted to donate the parcels and all improvements to the KCPL; and

WHEREAS, it is in the best interests of the KCPL to accept this donation;

NOW, THEREFORE BE IT

RESOLVED, that the KCPL Board of Directors hereby accepts the donation of land as specified in deed 2529 891and all improvements thereon with thanks and appreciation for this gift and for all of the other contributions the Advisory Board has made to help provide excellent service to the people of the City of St. Albans and to all the people served by the KCPL system; and be it further

RESOLVED, that the President and Director of the Kanawha County Public Library, with the advice and assistance of Counsel, are authorized and directed to take all actions necessary to carry into effect this Resolution.

Lighting Retrofit, St. Albans Branch. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the St. Albans Public Library Board, Inc. (the Advisory Board) wishes to donate funds up to $25,000 to allow for the purchase of energy-efficient fixtures and light bulbs sufficient to permit replacement of all lighting in the St. Albans Branch; and

WHEREAS, it is in the best interests of the KCPL to accept this donation; and

WHEREAS, it is understood that qualified KCPL staff members will perform the work necessary to install energy-efficient fixtures and light bulbs;

NOW, THEREFORE BE IT

RESOLVED, that the KCPL Board of Directors hereby authorizes the Director to develop and release a Request for Proposal document to solicit quotes to supply energy-efficient fixtures and light bulbs in quantities to be specified, and which shall also incorporate any rebates for which the project is eligible; and be it further

RESOLVED, that the KCPL will pay the costs of any proposal the KCPL Board of Directors may vote to accept and will be reimbursed for these costs by the St. Albans Public Library Board, Inc. (the Advisory Board) net of any rebates received by the KCPL; and be it further

RESOLVED, that the KCPL Board of Directors expresses its thanks and appreciation for this generous contribution by the Advisory Board.

Acceptance of a Proposal for Dunbar Branch Lighting Project. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the Kanawha County Public Library (the "KCPL") wishes to upgrade the lighting at its Dunbar Branch located at 301 12th Street Mall, Dunbar, West Virginia; and

WHEREAS, the KCPL requires the use of the services of a qualified architectural/engineering firm to provide professional design and construction phase services for this lighting project; and

WHEREAS, the KCPL issued an "Expression of Interest" document and directly solicited responses from three qualified local firms, which solicitation resulted in the timely receipt of an expression of interest from ZMM Architects and Engineers; and

WHEREAS, the Board of Directors authorized the President and Director to enter into scope of work and contract negotiations with ZMM, Architects and Engineers, Charleston, West Virginia, and return to the Board with the results of those negotiations for the Dunbar Branch lighting project; and

WHEREAS, ZMM has submitted a "Dunbar Branch Library Lighting – Design and Construction Phase Services Proposal" dated December 5, 2016 which delineates the scope of work to be performed for a fee, billed hourly, not-to-exceed twelve thousand dollars ($12,000), and which scope of work and fee has been reviewed by the Support Services/Building Committee and is recommended for acceptance by the Board of Directors;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library hereby accepts the Dunbar Branch Library Lighting – Design and Construction Phase Services Proposal (the "Proposal") and authorizes the President and Director, with the advice and assistance of Counsel, to take all actions necessary to engage ZMM under the terms and conditions of the Proposal; and be it further

RESOLVED, that any further work to be performed in the Dunbar Branch lighting upgrade project, and any other expenses associated with such project, including all bids obtained by ZMM or the Library to perform such additional work and incur such additional expenses, remain subject to the review and approval of the KCPL Board of Directors.

Addendum to Lease for Elk Valley Express Facility. Upon a motion duly made and carried, the Board approved an addendum to the existing lease agreement with O.V. Smith & Sons to continue operations at the Elk Valley Express location on a month to month basis at a monthly rent of $1,500.

Ad Hoc Building Committee. Ms. Morgan reported that the Committee has continued discussions regarding the final three options for the Main Library. The Committee feels it needs additional information and requested that Silling Architects perform additional services under the existing Phase One contract at a fee of $30,000. Upon a motion duly made and carried, with Mr. J. Withrow voting no, the Board approved the previously distributed Amendment B: Professional Design Services for Phase One, Additional Services related to the Existing Main Library Building.

OLD BUSINESS: None

NEW BUSINESS: WVLA Legislative Goals / Library Legislation Day. Mr. Engelbert provided a brief overview of the previously distributed West Virginia Library Association's 2017 Legislative Goals. Library Day at the Legislature is scheduled for Monday, February 27, 2017. Mr. Engelbert will make appointments with legislators and hopes that Board members will join him. There will be displays from libraries around the state in the Rotunda from 11:00 a.m. until 4:00 p.m. and a reception that evening in the West Virginia Library Commission Reading Room in the Culture Center from 5:00 p.m. until 7:00 p.m. Ms. Stringer has tickets to the reception available for purchase. Upon a motion duly made and carried, the Board voted to endorse the WVLA's Legislative Goals.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
February 13, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 13, 2017 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Dr. M. Blackwell	Ms. V. Rugeley
Ms. M. Jaensson	Ms. A. Russell
Mr. J. Jarrett	Ms. A. Silbernagel
Ms. E. Lord	Ms. D. Sullivan
Ms. C. Morgan	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director of Public Services; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Mr. Teddy Claypool, Information Technology Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the January 9, 2017 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $252,616.13 and the Book Bills in the amount of $89,307.34 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $5,252.41 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $6,356.65 duly certified and approved in

accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

Mr. Engelbert introduced the new Information Technology Manager, Mr. Teddy Claypool. The Board welcomed Mr. Claypool and he expressed his enthusiasm for this new opportunity with KCPL.

REPORTS OF COMMITTEES:

Support Services/Building Committee. Mr. Albert reported that the Committee met recently to review bids received for the St. Albans Branch lighting project. He provided a brief overview of the project and read the previously distributed resolution to the Board. Upon a motion duly made and carried, the following resolution was approved.

WHEREAS, the Kanawha County Public Library (KCPL) has issued a Request for Proposals (RFP) to replace t12 light fixtures and bulbs at the St. Albans Branch Library with LED Light Fixtures and Bulbs; and

WHEREAS, four firms timely submitted bids in response to the RFP; and

WHEREAS, it is in the best interests of the KCPL to accept the low bid from a firm whose proposal complies with the specifications and quantities required by the RFP; and

WHEREAS, the bid received from Graybar of Charleston, West Virginia is the low bid and conforms in all respects to the requirements of the RFP;

NOW, THEREFORE BE IT

RESOLVED, that the KCPL accepts the bid from Graybar of Charleston, West Virginia in the amount of $15,379.79; and be it further

RESOLVED, that the President and Director of the Kanawha County Public Library, with the advice and assistance of Counsel, are authorized and directed to take all actions necessary to carry into effect this Resolution; and be it further

RESOLVED, that a rebate in the amount of $2,550 be applied for at the completion of the installation of all fixtures and bulbs purchased through this bid and that the St. Albans Branch Advisory Board reimburse the KCPL for the cost of the fixtures and bulbs net of rebate

Ad Hoc Building Committee. Ms. Morgan reported that the Committee has continued discussions regarding the final options for the Main Library. The Committee feels it needs additional information before it can arrive at a recommendation.

OLD BUSINESS: None

NEW BUSINESS: None

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
March 13, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 13, 2017 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Dr. M. Blackwell	Ms. C. Morgan
Ms. S. Haden	Ms. J. Pauer
Ms. M. Jaensson	Ms. V. Rugeley
Mr. J. Jarrett	Ms. A. Russell
Ms. B. Lord	Mr. B. Thomas
Ms. E. Lord	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director of Public Services; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Ms. Katie Murray, Children's Librarian; Mr. Teddy Claypool, Information Technology Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the February 13, 2017 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $190,554.31 and the Book Bills in the amount of $90,159.09 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $5,433.42 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $29,094.19 duly certified and approved in

accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Finance Committee. Ms. E. Lord reviewed the Levy resolutions with the Board. These amounts requested were calculated using the same methods and formulas as in previous years for the City of Charleston and the County Commission. After Board approval, a request letter and copy of the appropriate resolution will be sent to each levying authority. Ms. E. Lord advised that the Finance Committee met and recommends approval of the resolutions. Upon a motion duly made and carried, the following resolutions were approved:

Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $1,039,043 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2017;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $3,152,210 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2017;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library

and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Ad Hoc Building Committee. Ms. Morgan reported that the Committee has continued discussions regarding the final options for the Main Library. The Committee feels it needs additional information before it can arrive at a recommendation.

Membership Committee. Ms. Brooke Lord reported that the Committee met to discuss the reappointment of Directors whose terms expire as of June 30, 2017. Upon a motion duly made and carried, the Board approved the following resolution.

RESOLVED, that Ms. Brooke Lord, Ms. Jennifer Pauer, and Mr. Benjamin Thomas be recommended to the Kanawha County Board of Education for another six year term as Directors of the Kanawha County Public Library, with such six year terms to end June 30, 2023.

OLD BUSINESS: None

NEW BUSINESS: National Library Week Resolution. Upon motion duly made, seconded and carried, the following resolution was approved.

WHEREAS, April 9, 2017 through April 15, 2017 will be celebrated as National Library Week, and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the sustained use of over one million items in the collection last year, the continued success of the of the summer library clubs for children and adults, and the West Virginia Book Festival, and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library, that on the occasion of National Library Week, the staff of the Kanawha County Public Library system are hereby commended for its continued effort to provide patrons with the most effective services,

materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

Other. Mr. Thomas expressed appreciation for the outstanding service his wife had received in the Children's Department. Ms. Jaensson presented Prescott Frederick Lord with baby's first library card.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
April 10, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 10, 2017 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert
Mr. J. Jarrett
Ms. C. Morgan
Ms. J. Pauer
Ms. V. Rugeley
Ms. A. Silbernagel
Ms. D. Sullivan
Mr. B. Thomas
Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Kimberly Runion, Accounting Services Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were Mr. William Wilkinson and Ms. Jodey Altier from Perry & Associates.

Mr. Thomas presided. The Director served as Secretary. Mr. Thomas reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the March 13, 2017 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $119,471.30 and the Book Bills in the amount of $112,473.84 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $4,777.93 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $3,184.43 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES

Finance Committee - Review and Acceptance, FY 2016 Audit (Perry & Associates) Mr. B. Thomas advised the Board that the Finance Committee met with representatives from Perry & Associates to review the draft Audit of Kanawha County Public Library, which includes the Library Foundation of Kanawha County, Inc. for 2015/2016, and is forwarding it to the Board with a recommendation for approval. Copies of the Audit were distributed to all Board members prior to today's meeting.

Mr. Wilkinson and Ms. Altier reviewed the Audit findings for the Board. Mr. Wilkinson generally explained the auditing process and steps taken in reviewing the accounts of the Library and stated that there were no adverse findings, no deficiencies of internal control and no issues of non-compliance for 2015/2016.

Upon a motion made and carried, the Audit for the Kanawha County Public Library was approved.

Public Services Committee - Credit and Debit Card Policy: Mr. Silbernagel advised the Board that the Public Services Committee met recently to discuss some updates to service. A frequent request from patrons is to have the ability to use debit/credit cards to pay for fines, copies, and other services. Our current database system (SIRSI) now allows for that option. A resolution and policy draft was previously distributed to the Board. Upon a motion duly made and carried, the below resolution and policy were approved. The Policy for Use of Credit and Debit Cards is effective immediately, with the understanding that it will be implemented in stages across the Library System.

RESOLUTION – ACCEPTANCE OF PAYMENTS BY CREDIT AND DEBIT CARD

WHEREAS, patrons of the Kanawha County Public Library frequently request the ability to use credit and debit cards to pay bills, fines and other charges incurred as a result of use of Library service and to make donations; and

WHEREAS, the Board of Directors desires to permit the use of credit and debit cards by patrons provided that software, equipment and procedures are in place that protect patron privacy, allow for secure transmission of transactions, do not require or permit the KCPL to store any patron's credit or debit card information and recover the cost of fees or charges imposed on the Library for accepting payments through credit or debit cards; and

WHEREAS, upgrades to the SirsiDynix system software enable the KCPL to implement the use of credit and debit cards in accordance with the above through use of a third-party service provider that has partnered with SirsiDynix to serve as the merchant bank and to provide encryption and security for transactions conducted by patrons using credit or debit cards to pay for charges incurred; and

WHEREAS, the policy necessary to implement acceptance of credit and debit card payments has been reviewed and incorporates language recommended by Legal Counsel and appropriate representatives of the Kanawha County Board of Education in its capacity as fiscal agent for the KCPL;

NOW THEREFORE BE IT

RESOLVED, that effective as of today's date the KCPL Board of Directors hereby adopts the "Policy for Use of Credit and Debit Cards" below; and be it further

RESOLVED, that the KCPL purchase from the current Budget credit/debit card readers that immediately encrypt credit and debit card information upon entry; and be it further

RESOLVED, that the Policy will be implemented at facilities as may be appropriate across the Library system in stages subject to staff training; and be it further

RESOLVED, that the Director is authorized and directed to take all actions necessary to carry into effect this Resolution.

KANAWHA COUNTY PUBLIC LIBRARY
Policy for Use of Credit and Debit Cards

For the convenience of its patrons, the Kanawha County Public Library provides the option of paying library bills, fines, fees, and donations with credit and debit cards by adults age 18 and older through the use of a third-party service provider. The following policies apply in addition to any requirements or policies of the Library's service provider. By using the service to pay by credit or debit card the patron agrees to and consents to these policies, requirements, and contractual obligations.

MINIMUM – IN A KCPL FACILITY

The minimum to use a credit or debit card for payment at a service desk while in a KCPL facility is $5.00.

SERVICE CHARGE – PAYMENT ONLINE

A $2.00 service fee is charged for paying online in any amount. Payment may be made online through the Library's webpage (www.kanawhalibrary.org) and then going to the red "Account Log In" button. Patrons may also use this feature when using a public computer or personal device while in a KCPL facility.

ACCEPTABLE USE OF A CREDIT/DEBIT CARD

The following may be paid for via credit/debit card:

- Fines for overdue materials
- Damaged and/or lost materials
- Photo copies and computer prints

- Earbuds
- Flash / Thumb drives
- Book Sale items
- Donations to Kanawha County Public Library

PROHIBITED CREDIT/DEBIT CARD ACTIVITIES

Kanawha County Public Library prohibits certain credit/debit card activities that include, but are not limited to:

- Accepting payment cards for cash advances or cash back
- Discounting fines and fees based on the method of payment
- Refunds in excess of the original amount paid
- Accepting payments over the phone, mail or via email

The Library reserves the right to refuse service or cancel transactions at any time if fraud or an unauthorized or illegal transaction is suspected. Patrons must only use credit cards issued in their name.

Library staff may ask for government issued photo identification to verify the cardholder.

Completion of a payment transaction is contingent upon both the authorization of payment by the applicable credit card company or financial institution and acceptance of payment by KCPL. In the event a credit card payment is unable to be processed, the patron will be responsible to provide payment via cash or check for all amounts due.

If a credit/debit card was used to pay for lost materials that were subsequently found and returned, the Library's standard refund policy will apply and a check will be mailed to the user within sixty to ninety days.

Privacy

The privacy of all Kanawha County Public Library users is respected. Credit/debit card payment details collected electronically are encrypted using secure server technology. At no time does the Library store credit card information. Information is only made accessible to authorized credit card vendors and financial institutions to complete transactions and is not accessible by Library staff.

Public Services Committee - Hours Adjustment, St. Albans Branch: After a review of usage and feedback from patrons, the Committee recommends adjusting the St. Albans Branch hours of operation. The total hours per week remain the same. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the hours of the St. Albans Branch of Kanawha County Public Library were adjusted by resolution adopted by the Board of Directors on June 13, 2016 in response to reductions in support by the City of St. Albans; and

WHEREAS, the Manager of the St. Albans Branch has analyzed patron use patterns resulting from the adjusted hours and recommends that a minor adjustment affecting

one hour be made to permit greater use of the Branch and to make the schedule of open hours more consistent; and

WHEREAS, the Board's Public Services Committee recommends adoption of the proposed adjustment;

NOW, THEREFORE BE IT

RESOLVED, that, effective June 1, 2017 the St. Albans Branch of the Kanawha County Public Library will close Thursdays at 8:00 p.m. instead of 9:00 p.m. and will close Wednesdays at 6:00 p.m. instead of 5:00 p.m. resulting in a schedule of open hours as follows:

Monday	10:00 a.m. – 8:00 p.m.
Tuesday	10:00 a.m. – 8:00 p.m.
Wednesday	10:00 a.m. – 6:00 p.m.
Thursday	10:00 a.m. – 8:00 p.m.
Friday	10:00 a.m. – 6:00 p.m.

Ad Hoc Building Projects Committee: The Committee continues to meet and discuss options for the final site location of the Main Library.

OLD BUSINESS: The Friends' Basket Auction is scheduled for Saturday, April 19, 2017, at 6 p.m. Please note the new location is Temple Israel. Board members should have received their tickets for purchase in the mail. If you would like additional tickets, please contact Ms. Terry Wooten.

NEW BUSINESS: None

There being no further business the meeting was adjourned.

Vice - President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
May 8, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 8, 2017 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. K. Bailey	Ms. S. Poffenbarger
Dr. M. Blackwell	Ms. A. Russell
Ms. S. Haden	Ms. A. Silbernagel
Ms. M. Jaensson	Mr. B. Thomas
Mr. J. Jarrett	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Terry Wooten, Marketing Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Teddy Claypool, IT Manager; and Mr. Tim Venitsanos, Facilities Manager.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the April 10, 2017 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $199,726.78 and the Book Bills in the amount of $93,469.37 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $4,392.72 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $15,548.20 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES: None

OLD BUSINESS: None

NEW BUSINESS:

Appointment of Nominating Committee: Ms. Jaensson appointed an Ad Hoc Committee to nominate Board officers for the upcoming fiscal year composed of Mr. Albert (Chair), Dr. Bailey, Mr. Jarrett, and Ms. Silbernagel. The Committee will report to the Board at the June meeting with their recommendations. Voting for officers will be held at the Annual Meeting on July 7th.

Retirement Resolution: Henry Pickens: Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, Mr. Pickens was employed by the Kanawha County Public Library in April 1991 and has submitted his intent to retire effective May 31, 2017; and

WHEREAS, Mr. Pickens has served as Janitorial Assistant from April 1991 until March 1992; and

WHEREAS, Mr. Pickens has served as Security Supervisor from March 1992 until his retirement; and

WHEREAS, Mr. Pickens was the recipient of the 2016 Linda G. Wright Award for Excellence in Library Service; and

WHEREAS, Mr. Pickens fulfilled the responsibilities of each of his positions in an exemplary fashion, with diligence, loyalty, integrity, and a steadfast and pleasant disposition;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Mr. Pickens' years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Mr. Pickens a retirement filled with good health and enjoyment in whatever areas of interest and endeavors he may choose;

AND BE IT FURTHER RESOLVED, that the resolution be spread upon the minutes of the meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Mr. Henry Pickens.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
June 12, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 12, 2017 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Dr. K. Bailey	Ms. V. Rugeley
Dr. M. Blackwell	Ms. A. Russell
Ms. S. Haden	Ms. A. Silbernagel
Ms. B. Lord	Ms. D. Sullivan
Ms. E. Lord	Mr. B. Thomas
Ms. C. Morgan	Mr. J. Withrow
Ms. J. Pauer	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director of Public Services; Ms. Marsha Alford, Human Resources Manager: Ms. Terry Wooten, Marketing Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities Manager: and Tricia Stringer, Administrative Coordinator.

Representatives from Silling Architects were also in attendance.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the May 8, 2017 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $245,831.25 and the Book Bills in the amount of $128,658.55 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $3,259.30 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $16,765.61 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Finance Committee. The Personnel Committee and the Finance Committee each met over the past month to review the 2017/2018 Budget and the Finance Committee has forwarded the proposed 2017/2018 Budget to the Board with a recommendation that it be approved. A copy of the proposed Budget and explanatory narrative were previously distributed to the Board for review. Mr. Engelbert reviewed in more detail some of the key points that affected the budget process. After discussion, a motion was duly made and approved that the following resolution be adopted.

> WHEREAS, the Board of Directors of the Kanawha County Public Library adopts an annual budget intended to allocate available resources to provide service across Kanawha County; and
>
> WHEREAS, the Personnel and Finance Committees of the Board have reviewed the budget proposed by the Director for the 2017/2018 fiscal year and recommend its adoption by the Library's Board of Directors;
>
> NOW, THEREFORE BE IT
>
> RESOLVED, that the Board of Directors hereby adopts the KCPL Fund Balance Recommendations and the KCPL 2017/2018 Budget as distributed to the Board of Directors in the amount of $8,117,716 in the General Fund and $1,106,000 in the Construction Fund for a total of $9,223,716.

Support Services/Building Committee. The Committee met recently to receive an update and discuss the St. Albans Branch Sign Project. Mr. Albert provided an overview of the project and reviewed the previously distributed material with the Board. Upon a motion duly made and carried, the Board approved the following resolution.

> WHEREAS, the St. Albans Public Library Board, Inc. (the Advisory Board) proposes at its expense to procure and install a digital, programmable sign (the Sign) to promote the hours, programs, services and events at the St. Albans Branch specifically or concerning the Kanawha County Public Library (KCPL or the Library) generally as may be appropriate; and
>
> WHEREAS, upon installation and successful testing of the Sign, the Advisory Board proposes to donate the Sign and, in conjunction with the vendor of the Sign, transfer the

warranty that is part of the purchase agreement between the Advisory Board and the vendor to KCPL; and

WHEREAS, it is in the best interests of the KCPL to accept this proposed donation according to the terms of this Resolution;

NOW, THEREFORE BE IT

RESOLVED, that the KCPL is willing to and shall accept the proposed donation of the Sign upon the following conditions: (1) KCPL must approve the final design, appearance and location of the Sign in writing prior to it being ordered, fabricated and installed; and (2) the Advisory Board will obtain at its cost and expense all necessary approvals, permits, and easements to allow the Sign to be erected and operated at its proposed location which is on property of the City of St. Albans, to allow electrical or other utility connections necessary to connect the Sign to the Branch Library by underground connection, and to remove trees, vegetation, or any other signs or obstructions; and be it further

RESOLVED, that the KCPL agrees to provide electric power to the Sign from the Branch Library through a qualified contractor at KCPL expense and upon the completion, testing, and acceptance of the Sign by the KCPL, KCPL will operate and manage the sign and any content displayed, and will insure and maintain the Sign as its own property; and be it further

RESOLVED, that the KCPL Board of Directors expresses its thanks and appreciation for the Advisory Board's indefatigable efforts and diligence in developing this Sign project, in working with the City to obtain the necessary approvals, and in making this generous contribution to the benefit of the KCPL system; and be it further

RESOLVED, that the KCPL Board of Directors expresses its thanks and appreciation to the City of St. Albans for its approval of this important community project; and be it further

RESOLVED, that the Director and other officers of the KCPL, with the assistance of Counsel, are authorized and directed to take all steps necessary to complete this project and to accept the Sign and to execute on behalf of the Library any agreements or documents necessary in order to carry this Resolution into effect.

Ad Hoc Building Projects Committee. The Committee met recently to continue discussing the new main library project. Ms. Morgan explained to the Board that the Committee feels that the scope of work for Phase One to be completed by Silling Architects needs to be expanded. Details have been previously distributed to the Board. After discussion, a motion was duly made and approved that the following resolution be adopted.

WHEREAS, the Board of the Kanawha County Public Library (KCPL), either directly or through its Ad Hoc Building Projects Committee, has had under consideration and investigation for an extended period of time a proposal to consider the possible renovation of the Main Library or the construction or relocation to a new site of the Main

Library to serve the citizens of the City of Charleston and Kanawha County and other stakeholders of the KCPL; and

WHEREAS, the Board of Directors has diligently pursued various alternatives, including the examination of numerous locations throughout the City, assessed the size, scope, cost, and efficiency of renovation to the Main Library and of alternative locations and has identified and investigated numerous options in conjunction with its architectural team and site evaluator and has progressively reduced options under consideration; and

WHEREAS, as part of its due diligence investigation and consistent with its fiduciary responsibilities, the Board has determined that it is in the best interests of the Library and the various stakeholders of the Library for the Ad Hoc Building Projects Committee to present the recommendation of the best option in a thorough, careful and in depth manner and to present a fully informed and final recommendation to the Board; and

WHEREAS, because of the significance of the decision regarding the future of the KCPL site and in order to present the most effective, informative and meaningful presentation to the Board and the stakeholders of the Library for the final decision of the Board, the Board believes a coordinated and reasonably detailed recommendation should be brought forward as a recommendation of the Building Committee;

NOW, THEREFORE BE IT

RESOLVED, that, in order to assist the Ad Hoc Building Projects Committee to present an effective, informative and meaningful recommendation to the Board about site selection and construction, the Board has reviewed, approved and hereby accepts Amendment C: Professional Design Services for Phase One, Additional Services as presented by Silling Associates, Inc. in Association with HBM Architects dated June 12, 2017 including additional services and deliverables at the hourly rates and not-to-exceed limitation stated in Amendment C.

OLD BUSINESS:

Ad Hoc Nominating Committee: Mr. Albert reported that the Nominating Committee had discussed the slate of officers to put forward to the Board. The Nominating Committee recommends the following slate of officers of the KCPL Board of Directors for fiscal year 2017-2018:

Ms. Monika Jaensson	President
Mr. Ben Thomas	First Vice President
Ms. Stephanie Haden	Second Vice President
Mr. Alan Engelbert	Secretary/Treasurer

Ms. Morgan reminded that Board that nominations could also be made from the floor at today's meeting and at the Annual Meeting, at which the election of officers will take place.

NEW BUSINESS:

Establish Time, Annual Meeting. By statute, the Annual Meeting must take place on the first Friday in July. This year the meeting will be Friday, July 7, 2017 at 9am at the Main Library, 3rd Floor Ray Room.

Establish Date, Time and Place, Continuation of the Annual Meeting: A motion was made and carried that the regular July meeting (July 10, 2017) be cancelled. The continuation of the Annual Meeting will be Monday, August 14, 2017, at 6pm at the Elk Valley Branch Library, provided the facility has been reopened by that date.

Retirement Resolution: Miriam Thornton: Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, Ms. Thornton was employed by the Kanawha County Public Library in May 2009 and has submitted her intent to retire effective July 3, 2017; and

WHEREAS, Ms. Thornton has served as a Library Assistant II in the Popular Materials Department from May 2009 until her retirement; and

WHEREAS, Ms. Thornton fulfilled the responsibilities of her position in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Thornton's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Thornton a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Thornton.

Resolution in Honor of Service – Ms. Virginia Rugeley. Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, Ms. Virginia Rugeley has resigned from the Kanawha County Public Library Board of Directors effective June 30, 2017; and

WHEREAS, Ms. Rugeley had been a faithful, dedicated and invaluable member of the Board of Directors since 1980, including distinguished service as Board President from 1996-1999; and

WHEREAS, During her thirty-seven year tenure on the Board of Directors, Ms. Rugeley has helped to shape the services of the Kanawha County Public Library during a period of sweeping change that saw the construction of new branch

facilities, the card catalog replaced by the online catalog, typewriters replaced with personal computers, reference books replaced with databases, a vast array of formats of materials becoming an integral part of library service, and the revolutionary changes wrought by digitization, high speed data communication and the Internet; and

WHEREAS, Ms. Rugeley has given selflessly of her time, has been a thoughtful advocate for the best possible service for all people, and brought to the Board an impressive intellect, wisdom, graciousness, good humor and great enthusiasm; and

WHEREAS, Ms. Rugeley has been a source of wise counsel and insight to the Library Board;

NOW, THERFORE, BE IT

RESOLVED, That it is with deep regret that the Board of Directors accepts the resignation of Ms. Rugeley from the Board of Directors of the Kanawha County Public Library; and be it further

RESOLVED, That the Board wishes to express its heartfelt and warmest appreciation to Ms. Rugeley for her thirty-seven years of faithful service and dedication to the Library; and be it further

RESOLVED, That this resolution be spread upon the minutes of this meeting and that a copy be given to our colleague, Ms. Virginia Rugeley.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
July 7, 2017

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 7, 2017 at 9:00 a.m. in the Ray Room of the Main Library.

The following Board Members were present:

Mr. M. Albert	Ms. J. Pauer
Ms. M. Jaensson	Mr. B. Thomas
Ms. C. Morgan	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Jaensson presided. The Director served as Secretary. Ms. Jaensson reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded, and adopted, the minutes of the June 12, 2017, meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $62,716.14 and the Book Bills in the amount of $83,891.81 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $4,746.17 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $12,151.23 duly certified and approved in

accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

NEW BUSINESS:

Election of Board Officers. The proposed slate of officers was submitted to the Board in a report of the Nominating Committee on June 12, 2017. A motion was duly made and passed by consent to elect the following as officers of the KCPL Board of Directors for the fiscal year 2017-2018:

Ms. Monika Jaensson, President
Mr. Ben Thomas, First Vice-President
Ms. Stephanie Haden, Second Vice-President
Mr. Alan Engelbert, Secretary/Treasurer

Appointment of Ad Hoc Audit Committee. Ms. Jaensson appointed an Ad Hoc Audit Committee responsible for reviewing and scoring proposals submitted by firms wanting to conduct the fiscal year 2016-2017 and 2017-2018 audits of KCPL, including the Library Foundation of Kanawha County, Inc. The Committee includes: Mr. Albert, Dr. Bailey, Ms. Jaensson, Mr. Jarrett, Ms. E. Lord, Mr. Thomas, Mr. Withrow, Alan Engelbert and Kim Runion. The Committee will forward a recommendation to the Board for final action.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
August 14, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 14, 2017 at 6 p.m. at the Elk Valley Branch Library.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Dr. M. Blackwell
Ms. M. Jaensson
Ms. B. Lord
Ms. E. Lord
Ms. J. Pauer
Ms. A. Russell
Ms. A. Silbernagel
Ms. B. Thomas
Mr. J. Withrow

Also present were Mr. Alan Engelbert, Director, and Tricia Stringer, Administrative Coordinator. In addition, the meeting was attended by a number of staff members, advisory board members, Friends, and patrons.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the July 7, 2017 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $299,844.58 and the Book Bills in the amount of $112,023.25 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $4,063.10 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $65,330.38 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Support Services/Building Committee. The Committee met prior to the Board Meeting to review bids received for the Dunbar Branch Lighting project. Mr. Albert provided a summary of the meeting. Upon a motion duly made and carried, the below resolution was passed.

WHEREAS, bids were solicited in accordance with the Library Board's policies and procedures for the Dunbar Branch Library Lighting Renovation project; and

WHEREAS, the Library received three bids in response to the bid solicitation; and

WHEREAS, bids timely received were opened on July 28, 2017 and found to be in proper form and in compliance with all of the stated requirements of the Library; and

WHEREAS, the Support Services/Building Committee of the Board reviewed the bids with the advice and assistance of ZMM Architects & Engineers; and

WHEREAS, the Support Services/Building Committee recommended that it is in the best interests of the Library Board to accept the low bid in the amount of $91,700 submitted by South Charleston Electric Company;

NOW, THEREFORE BE IT

RESOLVED, that the Board approves the bid submitted by South Charleston Electric Company for the Dunbar Branch Lighting Renovation project; and be it further

RESOLVED, that the Library Director be, and hereby is, authorized and directed, with the assistance of counsel, to enter into a contract with South Charleston Electric Company for the Dunbar Branch Library Lighting Renovation project; and be it further

RESOLVED, that the Library Director, undertake such further action and sign such further agreements and undertakings as may be necessary to carry this resolution into effect in order to complete the project as bid.

Ad Hoc Audit Committee. The Committee met and reviewed the proposals received from firms to conduct Fiscal Year 2016-2017 and 2017-2018 Audits. Upon a motion duly made and carried, the below resolution was passed.

WHEREAS, the Kanawha County Public Library Board desires to have audits conducted of the Kanawha County Public Library and of the Library Foundation of Kanawha County, Inc. for fiscal year 2016/2017 and fiscal year 2017/2018; and

WHEREAS, the Board's Ad Hoc Audit Committee has solicited proposals, has scored and evaluated the proposals according to State guidelines and recommends acceptance of the proposal from Perry & Associates in the amount of $17,000 per audit;

NOW THEREFORE BE IT

RESOLVED, that the Board adopts the recommendation of the Committee to contract with Perry & Associates to conduct the above-referenced audits and authorizes the Director to enter into a contract for those services in accordance with the proposal.

Membership and Board Development Committee. Ms. Brooke Lord reported that the committee met recently and conducted interviews with potential new Board members. Ms. Lord provided a summary bio on Ms. Betty King whose information was previously distributed to the Board. Upon a motion duly made and carried, the below resolution was passed.

RESOLVED, that Ms. Betty King be recommended to the Kanawha County Board of Education as a Director of the Kanawha County Public Library for a term to end June 30, 2022.

NEW BUSINESS:

Appointment of Board Committees. Ms. Jaensson noted the updated standing committee assignments included in the Board packet.

There being no further business the meeting was adjourned.

President

Secretary

Kanawha County Public Library: Building Excitement

Ms. Jaensson welcomed everyone and thanked them for coming to the continuation of the Annual Meeting of the Kanawha County Public Library. She emphasized how great it was to be back at the newly re-opened Elk Valley Branch.

Ms. Jaensson introduced Associate Director of Public Services, Ms. Toni Blessing and Marketing Manager, Ms. Terry Wooten. Ms. Blessing gave a brief introduction of the authors scheduled to appear at the 2017 WV Book Festival to be held October 27-28 at the Charleston Civic Center. Some of the authors include R.L. Stine, Joe Hill, Henry Winkler, and Nicola Yoon. Ms. Wooten spoke about the changes and challenges of the 2017 Book Festival, due to ongoing construction at the Charleston Civic Center.

Mr. Engelbert provided an update on recent library events. KCPL plans to soon implement patron use of debit and credit cards for fines and services. Our connection speed to our Internet Service Provider will soon increase from 50mb to 200mb. This project is 80% funded by the federal E-rate program. The E-rate

program was recently reauthorized by Congress with support from Senator Capito. The House of Representatives included funding for IMLS/LSTA in the federal budget. Funding was zero in the budget proposed by the Administration. Mr. Engelbert spoke about the issue of net neutrality that is currently being reviewed at the federal level. The FCC has extended their feedback deadline until the end of August, for those who would like to comment.

Mr. Engelbert spoke about projects to upgrade lighting at the St. Albans and Dunbar branches, installation of a digital, programmable sign at St. Albans, the start of consideration of the situation with the Clendenin Branch, and extensive work to analyze options for the Main Library project. He emphasized that, whichever option is chosen, the result will be a wonderful library and that the construction will be funded almost entirely with private, donated funds.

Dr. Mickey Blackwell thanked everyone for coming to the newly re-opened Branch. He expressed his gratitude to everyone who helped make this re-opening possible and for providing excellent service through a temporary branch in the meantime. Dr. Blackwell introduced Anna Campbell from the Elk Valley Branch Advisory Board to discuss a contest the Board is undertaking, illustrative of the many contributions the Advisory Board makes to library service at the Elk Valley Branch. Many authors have been contacted to donate signed books that patrons can enter a weekly drawing to win.

Ms. Jaensson again thanked all of the people who continue to work for and support the Library. This includes the staff, the Library Board, the Foundation Board, Friends of the Library, Branch advisory Boards, patrons, volunteers, and community members. She invited everyone to stay for refreshments, generously provided by the Elk Valley Branch Advisory Board.

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
September 11, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 11, 2017 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. E. Lord
Dr. K. Bailey	Ms. C. Morgan
Dr. M. Blackwell	Ms. J. Pauer
Ms. M. Jaensson	Ms. A. Silbernagel
Mr. J. Jarret (via phone)	Ms. D. Sullivan
Ms. Betty King	Mr. B. Thomas

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director of Public Services; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities Manager; Anthony DeMinico, Reference Librarian; and Tricia Stringer, Administrative Coordinator.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the August 10, 2017 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $150,420.97 and the Book Bills in the amount of $116,389.69 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $1,716.72 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $527.01 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Finance Committee. The Committee met recently to review the proposed carry over adjustments to the 2017-2018 Budget. This is a process that is completed yearly. Mr. Engelbert explained the requests the Board.

Upon a motion duly made and carried, the below resolution was approved.

RESOLVED, that the fiscal year 2017/2018 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year and allow additional funds to be taken from the unencumbered fund balance for the items designated.

Account	Department	Encumbrance
Advertising	Marketing	$ 2,649.00
Automation Equipment	Automation	$ 124.50
Automation Supplies	Administration	$ 379.28
Bookmobile maintenance	Bookmobile	$ 1,025.64
Building Repair & Maintenance	St. Albans	$ 2,500.00
Contractual Services - Internet	Automation	$ 1,875.00
Copier Expense	Administration	$ 503.98
Furniture & Equipment	Administration	$ 4,781.41
Furniture & Equipment	Children's	$ 1,247.08
Furniture & Equipment	Dunbar	$ 5,198.39
Furniture & Equipment	Marmet	$ 79.96
Housekeeping Supplies	Facilities	$ 260.57
Housekeeping Supplies	Elk Valley	$ 9.74
Housekeeping Supplies	Glasgow	$ 48.70
Housekeeping Supplies	Sissonville	$ 19.48
Miscellaneous Expense	Administration	$ 120.00
Postage	Administration	$ 487.00
Programing	Children's	$ 656.00
Programing	Marketing	$ 1,400.00
Programing	Public Services	$ 753.00
Supplies	Administration	$ 377.06
Supplies	Children's	$ 3.46
Supplies	Marketing	$ 398.74
Supplies	Reference	$ 35.51
Supplies	Tech Services	$ 1,800.36
Supplies	Cross Lanes	$ 237.81
Supplies	Elk Valley	$ 24.93
Supplies	Glasgow	$ 85.07
Supplies	Marmet	$ 10.76
Supplies	Riverside	$ 100.47
Supplies	Sissonville	$ 30.61
Supplies	St. Albans	$ 148.18
Uniforms	Facilities	$ 2,006.82
Flood Expense	Elk Valley	$ 1,974.99
	SUBTOTAL	$ 31,353.50

UNEXPENDED COMMUNITY PARTICIPATION PROJECT GRANT FUNDS	
Administration	$ 28,000.00
Clendenin	$ 3,799.84

Cross Lanes		$	557.70
Elk Valley		$	3,750.00
Nitro		$	171.61
Sissonville		$	3,959.24
Marmet Construction		$	19,250.00
	SUBTOTAL	$	59,488.39
OTHER			
Collection Materials	Nitro	$	19,532.32
Flood Expense - FEMA	Clendenin	$	433,671.20
Flood Expense - Insurance	Clendenin	$	600,000.00
	SUBTOTAL	$	1,053,203.52
Grand Total		**$**	**1,144,045.41**

The Committee also reviewed the Lease Addendum for the Crossings Mall property. A copy was previously distributed to the Board for review. Upon a motion duly made and carried, the Board approved the Addendum to Lease between Tara Retail Group LLC and Kanawha County Public Library Board and that the appropriate Officers of the Board are hereby authorized to execute the Addendum on behalf of the Board.

The Committee recommended to the Board a funds transfer from BB&T Pershing Elite to BB&T Investments. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, certain funds received from the Estate of Donald Eugene Conwell are in an account at BB&T (the "Account"); and

WHEREAS, the custodian of the account is Pershing Advisor Solutions; and

WHEREAS, the Board of Directors deems it advisable to transfer the funds to BB&T Securities, LLC, as custodian of the Account;

NOW, THEREFORE BE IT

RESOLVED, that any duly elected officer of the KCPL board of Directors together with another duly elected officer of the KCPL Board of Directors is authorized and empowered to do any of the following with respect to the Account:

1. Give written or oral orders in the Account for the purchase, sale, or other disposition of stocks, bonds and other securities,
2. Deliver to and received from BB&T Securities, LLC, on behalf of the Kanawha County Public Library monies, stocks, bonds and other securities,
3. Order the transfer or delivery of funds, monies or securities to any other person whatsoever, including the President, Vice President, Treasurer or any other authorized officers of persons.

4. Make, execute and deliver any and all written endorsements, releases and documents necessary or proper to effectuate the authority hereby conferred.

AND BE IT FURTHER

RESOLVED, that the appropriate officers are hereby authorized and empowered to execute and deliver the form of Corporate & Non-Corporate Resolution to BB&T Securities LLC.

Membership and Board Development Committee. Ms. A. Silbernagel reported that the committee met recently and conducted interviews with potential new Board members. Ms. Silbernagel provided a summary bio on Ms. Toinette Jenkins whose information was previously distributed to the Board. Upon a motion duly made and carried, the below resolution was passed.

RESOLVED, that Ms. Toinette Jenkins be recommended to the Kanawha County Board of Education as a Director of the Kanawha County Public Library for a term to end June 30, 2019.

Public Services Committee. Ms. Silbernagel reported that the Committee met to discuss the return of library service to Clendenin. The Committee is looking at several options for either a temporary or permanent location or both. The Committee will continue to update the Board on its progress.

Ad Hoc Building Committee. Ms. Morgan reported that the Committee continues to meet. She feels they are in the final phase of fact finding for the site locations. Members of the Committee traveled to the Columbus, Ohio area to tour two libraries: Columbus Metropolitan Public Library's Main Library and Grove City Library.

OLD BUSINESS: None

NEW BUSINESS:

Retirement Resolution for Ms. Peggy Triplett. Upon a motion duly made and carried, the below resolution was approved by acclimation.

WHEREAS, Ms. Triplett was employed at the St. Albans Branch by the Kanawha County Public Library in January 1991 and has submitted her intent to retire effective September 29, 2017; and

WHEREAS, Ms. Triplett has served as a Library Assistant I from January 1991 until May 1995; and

WHEREAS, Ms. Triplett has served as a Library Assistant III from May 1995 until June 2008; and

WHEREAS, Ms. Triplett has served as Branch Administrative Specialist from July 2008 until her retirement; and

WHEREAS, Ms. Triplett has served as the St. Albans Acting Branch Manager multiple times over her career, and

WHEREAS, Ms. Triplett fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Triplett's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Triplett a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that the resolution be spread upon the minutes of the meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Peggy Triplett.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
October 9, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 9, 2017 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. B. King
Dr. K. Bailey	Ms. C. Morgan
Ms. M. Jaensson	Ms. S. Poffenbarger
Mr. J. Jarret	Mr. B. Thomas
Ms. T. Jenkins	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director of Public Services; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities Manager; and Tricia Stringer, Administrative Coordinator.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the September 11, 2017 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $85,108.83 and the Book Bills in the amount of $100,262.66 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $121.54 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $122,551.40 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Public Services Committee. At his invitation Mr. Engelbert and Committee Chair Ms. Silbernagel met with Adjutant General Hoyer and local Clendenin community leaders to explore options for both temporary and permanent space to operate a branch library in Clendenin. Mr. Engelbert provided a preliminary report on discussions and investigations to date including a possible location for temporary service, available resources and potential obstacles; and the possibility of partnering to develop a permanent facility. After much discussion among the Board, the members agreed to continue to explore the possibilities for a temporary and/or permanent Clendenin Branch.

Personnel Committee. Mr. Engelbert provided an overview of recent and upcoming staff changes at KCPL. A resolution was previously distributed to the Board outlining some changes to the Personnel budget forwarded as a recommendation of the Personnel Committee. Board member Mr. Albert expressed concerns over adjustments proposed that would affect the budget without approval from the Finance Committee. After much discussion, the below resolution was approved as amended.

WHEREAS, in order to improve the security and safety of patrons and staff at the Cross Lanes Branch of the Kanawha County Public Library, the Library wishes to restore to the Budget a part-time (12 hours per week) Branch Security Officer position at the Cross Lanes Branch that had been previously eliminated from the Budget.

NOW, THEREFORE BE IT

RESOLVED, that the 2017-2018 personnel budget be amended to include the Branch Security Officer position in the amount of $8,677 including salary and benefits.

Members of the Personnel and Finance Committees agreed to meet to further discuss additional changes and possible staff additions.

Ad Hoc Building Committee. Ms. Morgan provided a report to the Board. The Committee met on October 3, 2017 and plans to have another meeting in early November. Based on the extensive, careful and comprehensive analysis the Committee has performed over many months in conjunction with Silling Architects and HBM, the Committee hopes to present a final recommendation on a Main Library project for the Board to consider at its meeting in November.

OLD BUSINESS: None

NEW BUSINESS:

Establish Time and Date for November Board Meeting. A motion was made and carried that the regular November meeting (November 13, 2017) be cancelled. The November KCPL Board meeting will be held on Tuesday, November 14, 2017 at 9:30 a.m. in the 3rd floor Ray Room, Main Library in Charleston. Any changes to this time will be properly noticed.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
November 14, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Tuesday, November 14, 2017 at 9 a.m. at the Main Library, 3rd Floor Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. K. Bailey (via phone)	Ms. J. Pauer
Ms. S. Haden	Ms. A. Russell
Ms. M. Jaensson	Ms. A. Silbernagel
Mr. J. Jarrett	Mr. B. Thomas
Ms. T. Jenkins	Mr. J. Withrow

Also present were Mr. Alan Engelbert, Director, Ms. Terry Wooten, Marketing and Tricia Stringer, Administrative Coordinator; and representatives from Manahan Group, Silling and Associates, and HBM Architects. In addition, the meeting was attended by a number of staff members, Foundation Board members, Friends, and patrons.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the October 9, 2017 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $165,591.76 and the Book Bills in the amount of $70,403.37 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $3,390.72 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $126,723.69 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Public Services Committee. The Committee met recently to discuss multiple service issues. Ms. Silbernagel read aloud the previously distributed resolution regarding Saturday service at the St. Albans Branch Library. Upon a motion duly made and carried, the below resolution was passed. The Board expressed its appreciation to the City of St. Albans for taking this first step toward restoration of funding for library service.

WHEREAS, hours of service at the St. Albans Branch of the Kanawha County Public Library (KCPL) were reduced effective July 1, 2016 in response to reductions by the City of St. Albans in support of the KCPL; and

WHEREAS, the City of St. Albans voted to increase its support of the KCPL by $10,000 during the current 2017-2018 fiscal year, from $50,000 to $60,000; and

WHEREAS, the Library appreciates this step by the City of St. Albans to partially restore support to the KCPL and appreciates indications that the City will seek to continue to increase support of the KCPL over a period of years; and

WHEREAS, the Public Services Committee of the KCPL has reviewed this very positive development and recommends that the Board of Directors restore part of the hours that were reduced in July 2016;

NOW, THEREFORE BE IT

RESOLVED, that, effective January 1, 2018, open hours of service at the St. Albans Branch be increased and the Branch open from 10:00 a.m. to 2:00 p.m. on Saturdays resulting in the following schedule of open hours

Monday	10:00 a.m. – 8:00 p.m.
Tuesday	10:00 a.m. – 8:00 p.m.
Wednesday	10:00 a.m. – 6:00 p.m.
Thursday	10:00 a.m. – 8:00 p.m.
Friday	10:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 2:00 p.m.

AND, BE IT FURTHER

RESOLVED, that the Kanawha County Public Library will welcome any opportunity to work with the City of St. Albans to further restore and enhance service to the people of St. Albans through the St. Albans Branch.

Ms. Silbernagel reported on recent meetings regarding service to Clendenin. The Committee will continue to investigate possibilities for a site for temporary quarters in Clendenin and discuss possibilities for permanent space. Ms. Silbernagel reiterated her conviction that establishing a physical branch in Clendenin should be a priority for the Library.

Ad Hoc Building Committee. Ms. Morgan thanked the Board for its patience over the past two years while the Ad Hoc Building Projects Committee completed a careful and detailed investigation into the options available for the Main Library project and thanked the members of the Committee for their hard work and dedication to this project. Ms. Morgan announced that it is the unanimous recommendation from the Committee that KCPL should renovate and

expand the current Main Library located at 123 Capitol Street. Ms. Morgan read aloud the following resolution to the Board.

WHEREAS, the Board of the Kanawha County Public Library (KCPL) has for an extended period of time investigated, through its Ad Hoc Building Projects Committee (Committee), a proposal for the complete renovation of the Main Library or the construction of a new facility to serve as a new site of the Main Library for the citizens of the City of Charleston and Kanawha County and other stakeholders of the KCPL; and

WHEREAS, the Committee has diligently pursued various possibilities, including the examination of alternative locations throughout the City, assessed the size, scope, cost, and efficiency of a complete renovation to the Main Library and of alternative locations and reviewed numerous options in cooperation with its architectural team and site evaluator; and

WHEREAS, the Committee has concluded its investigations and has forwarded to the Board a unanimous recommendation that the existing Main Library located at 123 Capitol Street in Charleston, West Virginia be completely renovated and expanded by approximately 20,000 square feet; and

WHEREAS, renovation of the Main Library, constructed in 1909 and opened to the public as the Main Library in 1967, will preserve and improve an architectural and educational treasure that graces a prominent location in the vibrant heart of Charleston; and

WHEREAS, a modern and architecturally significant addition will enhance the beauty of the traditional structure and result in a vision that combines the best of both the modern and traditional to produce a new, yet historic, addition that will forever shape and invigorate Charleston; and

WHEREAS, the addition of 20,000 square feet and the renovation of the existing 60,000 square feet will permit the Library to provide the spaces and services for the public that modern library service demands while providing flexibility for the Library to respond to the service demands of the future; and

WHEREAS, the cost of the addition and renovation project is not precisely known, it is estimated at $27 million, far less than the $40 million cost in 2002 dollars to build a new library as had been proposed (and which would cost well over $50 million in today's dollars); and

WHEREAS, the Committee expects that approximately 80% of the estimated $27 million cost of the renovation and addition project, or more than $21 million, will be donated by private individuals, corporations, and foundations, providing the public with a tremendous amenity without burdening taxpayers; and

WHEREAS, larger public library construction projects in the United States are typically 90% funded from taxpayer dollars (and less than 10% funded through gifts and donations), this major construction project will be primarily constructed with donated money, unique nationally, and a testament to

- the generosity of the people of the Kanawha Valley;

- the ability of the KCPL Board over the years to effectively raise, husband and manage resources provided to it to produce the best service at the least cost;

- the people who so greatly value and utilize the services of the Kanawha County Public Library; and

WHEREAS, funding of Branch libraries located throughout Kanawha County will not be compromised or affected as a result of the Main Library project and Branch library operations will be affected as little as possible while centralized services provided to branches from the Main Library may be disrupted during the course of construction;

NOW, THEREFORE BE IT

RESOLVED, that the Board expresses its thanks to the Ad Hoc Building Projects Committee for its diligence, thoughtfulness and hard work over an extended period of time to arrive at a recommendation that is attractive, achievable, sustainable and responsible; and be it further

RESOLVED, that the Board of Directors of the Kanawha County Public Library hereby approves the unanimous recommendation of the Ad Hoc Building Projects Committee to renovate and expand the Main Library at 123 Capitol Street, Charleston, West Virginia at an estimated cost of $27 million; and be it further

RESOLVED, that the Board of Directors urges the public to embrace, support and contribute to this project that will be significant to so many, and calls for the public's understanding that normal Library service in downtown Charleston will be disrupted and somewhat limited for a period of approximately two years before the project can be completed; and be it further

RESOLVED, that the Board of Directors and the staff of the Kanawha County Public Library will work together with the City of Charleston, the Kanawha County Commission, the Kanawha County Board of Education, The Library Foundation of Kanawha County, the Friends of the Library, and all interested members of the public to produce great library services in a beautifully renovated and expanded building that will be a jewel in the heart of the City.

After a motion was duly made and seconded, Ms. Morgan introduced Mr. Jody Driggs of Silling and Associates to provide an overview of the site selection process. Mr. Peter Bolek of HBM Architects presented exterior and interior renderings for the new main library and explained the concepts behind the design, including examples of other libraries that have married an existing, historic structure to a new addition. Mr. Driggs then finished the presentation providing an estimated project budget and timeline.

The above motion was then unanimously carried.

OLD BUSINESS: None.

NEW BUSINESS: None.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
December 11, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 11, 2017 at 4 p.m. at the Main Library, 3rd Floor Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. M. Blackwell	Ms. J. Pauer
Ms. M. Jaensson	Ms. S. Poffenbarger
Mr. J. Jarrett	Ms. A. Russell
Ms. T. Jenkins	Ms. A. Silbernagel
Ms. B. King	Ms. D. Sullivan
Ms. B. Lord	Mr. B. Thomas
Ms. E. Lord	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director of Public Services; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities Manager; and Tricia Stringer, Administrative Coordinator.

Also in attendance were Ms. Julie Spiegler, Cross Lanes Branch Manager and Mr. William Peckol, President of Cross Lanes Branch Advisory Board.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the November 14, 2017 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $251,970.58 and the Book Bills in the amount of $88,401.93 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $758.24 duly certified and approved in accordance with the

Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $74,545.95 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Support Services/Building Committee. The Committee met recently to discuss multiple issues.

a. Mr. Albert reported to the Board that the Cross Lanes Advisory Board has requested that a vending machine for beverages be installed outside of the branch for fundraising purposes. Mr. Peckol gave an overview of the arrangement with the vending company, details of which were previously distributed to the Board. The Committee recommends going forward on a trial basis. Upon a motion duly made and carried, the below resolution was approved. Mr. Peckol and Ms. Spiegler expressed their gratitude to the Board for this opportunity.

WHEREAS, the Cross Lanes Library Board, Inc. has submitted a request to contract with a vendor to install a vending machine for beverages at the exterior of the entrance to the Cross Lanes Branch of the Kanawha County Public Library; and

WHEREAS, the Support Services/Building Committee has reviewed the request, discussed it with the President of the Cross Lanes Library Board and recommends that the proposal be accepted on a trial basis;

NOW, THEREFORE BE IT

RESOLVED, that the Board grants a temporary license to Cross Lanes Library Board, Inc., a nonprofit corporation, such temporary license to be for a maximum term of one year for the use of reasonable space at the exterior entrance to the Cross Lanes Branch Library for the placement of a single vending machine for fund-raising purposes of the nonprofit corporation; and be it further

RESOLVED, that the temporary license shall expire automatically at the end of one year unless extended by action of the Kanawha County Library Board (KCPL Board) and shall, in any event, be revocable at any time prior to that one year at the sole discretion of the KCPL Board; and be it further

RESOLVED, that the Cross Lanes Library Board shall supply a written financial report on the proceeds of the vending machine at five months and at eleven months after the installation of the machine to the Cross Lanes Branch Manager who will forward the report along with the Manager's written commentary about the success of the trial installation of the machine and any operational or service issues involved with the machine; and be it further

RESOLVED, that at the request of the Cross Lanes Library Board, which must be received a minimum of thirty (30) days prior to expiration, extension of the license beyond the initial one year period may be considered by the KCPL Board dependent on the overall success of the trial installation of the vending machine.

b. Mr. Albert reported that the Committee has been working with Silling & Associates to finalize Amendment D to the Agreement dated February 8, 2016. There are some issues still being negotiated before it can be brought to the Board for final approval. The Committee requests a Special Meeting of the Board be scheduled to take the matter up. Upon a motion duly made and carried, the Board agreed to table the issue and scheduled a Special Meeting of the Board for Monday, December 18th at 4pm.

c. Library staff, collections, services and operations will have to relocate to temporary quarters during the renovation and expansion of the main library. The Committee recommends contracting with West Virginia Commercial LLC to help locate available space for lease to serve as temporary quarters during the construction period. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the Kanawha County Public Library Board of Directors in November 2017 approved a project to completely renovate and expand the Main Library located at 123 Capitol Street; and

WHEREAS, the Board has been advised by Silling Architects that the renovations and additions that comprise the project can be accomplished in the most cost effective, efficient and safest manner for patrons and staff if the contents of the Main Library be completely removed and Library service be provided through temporary quarters for the duration of construction; and

WHEREAS, the Board has determined it is in the best interests of the Library to secure the professional assistance of a broker to assist in the identification and evaluation of potential commercially-available sites within the City of Charleston to serve as temporary quarters and to assist in leasing of the site the Board may determine best meets the needs of the community for library service for the duration of the construction process;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library hereby accepts the proposed Professional Services Agreement with West Virginia Commercial, LLC, Charleston, West Virginia, and that the President and Director of the Kanawha County Public Library, with the advice and assistance of Counsel, are authorized and directed to take all actions necessary to carry into effect this Resolution.

Personnel Committee. Ms. Pauer reported to the Board on the recent meetings of the Committee. The Committee has met multiple times to discuss staffing issues and structure.

a. Ms. Toni Blessing is retiring as Associate Director in January. The position will be advertised nationally as the Assistant Director. Mr. Engelbert and Ms. Alford will be assisted by Board members in the selection process. Please contact Ms. Pauer if you are interested in participating in the process.
b. The Committee recommends that an additional Collection Specialist Librarian position be added to take on most collection development duties now performed by Ms. Blessing, and the budget be adjusted accordingly.

Finance Committee. Ms. E. Lord reported that the Committee met recently to discuss various issues.

a. The Committee recommends the 2017/2018 budget be adjusted to add the Collection Specialist Librarian position in the amount of $18,759 including salary and benefits. This amount is estimated for four months of employment through 6/30/2018. The position will be included in the 2018-2019 proposed budget going forward. Upon a motion duly made and carried, the adjustment was approved.
b. The excess levy that currently helps support the three public libraries in Kanawha County expires in 2020. Due to the timing of future elections the Committee recommends that the Kanawha County Board of Education be requested to put renewal of the levy on the ballot of a regular election in 2018. After discussion it was moved and seconded that the President and Director, with assistance of counsel, undertake such steps and execute such documents as may be necessary to put renewal of the existing excess levy for libraries on the ballot in 2018. Motion carried with Mr. Jim Withrow abstaining.
c. The Committee recommends that the Library issue a Request for Proposal (RFP) for RFID tags and equipment necessary to ready KCPL's collections of physical items to be circulated and managed using RFID technology, equipment and software compatible with KCPL's Sirsi system. Upon a motion duly made and carried, the Director was authorized to develop and issue an RFP and bring the results back to the Board.

Public Services Committee.

a. Ms. Silbernagel reported on investigations into possibilities for establishing a temporary branch facility on the Town of Clendenin. The Committee recommends entering into negotiations to lease from 25054 A New Clendenin Inc. space in the former Middle School located at 107 Koontz Ave in Clendenin. Mr. Engelbert has identified existing sources of collection, shelving, furniture, computers and so forth that can be used to establish the temporary branch once a lease is negotiated, and the cost for necessary staff remains in the current budget. On behalf of the Board, Ms. Jaensson expressed a special thank you to Ms. Silbernagel and the Committee and staff for their hard work and passion for this project. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the Clendenin Branch building of the Kanawha County Public Library was badly damaged and its contents completely destroyed in the flood of June, 2016; and

WHEREAS, the Library has provided service to the people of the Clendenin area through a temporary branch located at some distance from Clendenin and through weekly stops by the Mobile Library; and

WHEREAS, the Board's Public Services Committee has toured and explored the viability of many possible locations within Clendenin to establish a temporary Branch Library that would better meet the needs of area residents while allowing the Library to assess the ongoing need for service in that area; and

WHEREAS, the Committee has determined that a space comprising approximately 3,300 to 3,400 sq. ft. on the first floor of the former Middle School located at 107 Koontz Avenue, Clendenin, West Virginia, 25045 is the best available space for establishing a temporary Branch; and

WHEREAS, the not for profit owner of the building, 25045 A New Clendenin Inc., has agreed in principle to build out the space in accordance with the needs of the Library and to lease it to the Library at a monthly rent of $1,500, with all other terms and conditions subject to negotiation and acceptance by the Board of Directors; and

WHEREAS, existing fiber optic service now runs past the building and can be brought into the building when needed and will be subject to federal E-Rate discounts; and

WHEREAS, the Director and other Library staff have identified library materials, shelving, tables and chairs and other furnishings and computers and hubs and routers, that can be made available to furnish and equip the temporary Branch without requiring major additional expenditure; and

WHEREAS, flood insurance on the contents placed in the temporary branch can be obtained despite the space having flooded in June 2016; and

WHEREAS, staff still employed by the KCPL have been assigned other duties, but the staffing costs and operational costs for the former Clendenin Branch were maintained in the Budget adopted by the Board so that no additional funds for these purposes will be necessary to establish a temporary branch;

NOW, THEREFORE BE IT

RESOLVED, that the President and Director of the Kanawha County Public Library, with the advice and assistance of Counsel, are authorized and directed to enter into negotiations with 25045 A New Clendenin Inc., PO Box 421, Clendenin, West Virginia 25045 for the build out and lease and occupancy of designated space in the former Middle School located at 107 Koontz Avenue, Clendenin, West Virginia, 25045 on such terms and conditions which they deem in the best interest of KCPL but subject to final approval by the Board.

b. The Committee recommends adoption of the Wheeled Devices, Bags and Personal Items Policy that governs and limits the size and quantity of personal items brought into KCPL facilities by patrons. The policy will help to ensure a safe, healthy and secure environment at all KCPL facilities. After discussion, the previously distributed policy was amended for clarity. Upon a motion duly made and carried, the below Policy was approved as amended, effective February 1, 2018.

Kanawha County Public Library is committed to providing the best possible customer service in an open, inviting, and pleasant environment. For the health, safety, and comfort of our patrons and staff and to ensure access to Library collections and services, the following limits are placed on wheeled devices, bags and other personal items that may be brought into the library and onto Library property.

All wheeled devices are prohibited inside the library and on library property with the following exceptions:

- Wheelchairs, walkers, and similar devices to assist those with medical needs;
- Wheeled carts smaller than 24" x 36";
- Strollers for use in transporting babies and toddlers who accompany an adult;
- Wheeled cases or devices needed to transport equipment, publications, etc. of people presenting programs in reserved Library meeting spaces;
- Wheeled devices that have received prior approval of Library staff.

"Bags" include but are not limited to suitcases, backpacks, briefcases, duffel bags, sleeping bags, bed rolls, plastic bags, purses, diaper bags, courier bags, and computer bags.

Patrons may not bring more than three (3) bags of any sort into the Library whose total volume may not exceed a size greater than 24" x 24" x 24". Exceptions may be made for bags that have received prior approval from staff and bags needed to transport equipment, publications, etc. of people presenting programs in reserved Library meeting spaces.

The Library reserves the right to prevent any object or personal belonging to be brought onto Library property or into Library buildings.

Patrons must keep personal belongings with them at all times. The Library is not responsible for unattended personal belongings. Unattended items will be removed by Library staff and may be disposed of at the conclusion of the business day on which they are removed.

OLD BUSINESS: None.

NEW BUSINESS:

Updated Standing Committee Assignments. The new standing Committee assignments were previously distributed to the Board. Please contact Ms. Jaensson with any questions or requests for changes.

Retirement Resolution for Ms. Sharon Patton. Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, Ms. Patton was employed by the Kanawha County Public Library in April 1996 and has submitted her intent to retire effective December 29, 2017; and

WHEREAS, Ms. Patton has served as a Library Assistant II at the Clendenin Branch Library from April 1996 until July 1999; and

WHEREAS, Ms. Patton has served as a Payroll and Accounting Specialist from July 1999 until her retirement; and

WHEREAS, Ms. Patton fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Patton's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Patton a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that the resolution be spread upon the minutes of the meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Sharon Patton.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
December 18, 2017

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December, 18, 2017 at 4 p.m. at the Main Library, 3rd Floor Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. J. Pauer
Ms. M. Jaensson	Ms. A. Russell
Mr. J. Jarrett	Ms. A. Silbernagel
Ms. B. King	Mr. B. Thomas
Ms. C. Morgan	

Also present were Mr. Alan Engelbert, Director and Tricia Stringer, Administrative Coordinator.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

REPORTS OF COMMITTEES:

Support Services/Building Committee. Mr. Albert reported that the Committee has met extensively to negotiate terms and conditions of the contract with Silling Architects to carry out Phase 2 of the project to construct additions and renovate the Main Library located at 123 Capitol Street in Charleston and the fees to be paid to the architects for their work. After much discussion and negotiation, the Committee and architects have arrived at terms, conditions and fees that are fair to both parties as embodied in Amendment D to the Agreement dated February 8, 2017. The Committee recommends its adoption. Upon motion duly made, seconded and carried the Board adopted Amendment D as presented and authorized the President to execute Amendment D on behalf of the Board.

OLD BUSINESS: None.

NEW BUSINESS: None.

There being no further business the meeting was adjourned.

Secretary

President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
January 8, 2018

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 8, 2018 at 4 p.m. at the Main Library, 3rd Floor Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. M. Blackwell	Ms. J. Pauer
Ms. M. Jaensson	Ms. A. Silbernagel
Mr. J. Jarrett	Mr. B. Thomas
Ms. T. Jenkins	Mr. J. Withrow
Ms. B. King	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Mr. Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

The Board observed a moment of silence in honor of former Board Member Mr. Matt Smith who recently passed away.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the December 11, 2017 and December 18, 2017 meetings were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $117,626.68 and the Book Bills in the amount of $48,591.35 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $507.85 duly certified and approved in accordance with the

Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $82,887.21 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Finance Committee. The Committee reviewed proposed branch assessments for FY 2018/2019. A copy of the resolution was previously distributed to the Board for review. Mr. Engelbert explained how the amounts are calculated and answered questions from the Board. The Finance Committee recommends that that the Clendenin Branch assessment should be waived. Upon a motion duly made and carried, the resolution below was approved as amended by waiver of the Clendenin Branch assessment.

WHEREAS the requested branch contributions for the Dunbar and St Albans branches are based on the 2017 property valuations, multiplied by the same rate per $100 of assessed valuation on the various classes of property as is established by the KCPL Special Act; and

WHEREAS the assessments for the other branches are based on 3.5% of operating costs; and

WHEREAS the costs of administration, human resources, automation, telecommunications, technical services, maintenance, and marketing continue to be budgeted centrally and no portion of these costs is assigned to branches;

NOW THEREFORE BE IT RESOLVED, that the following amounts be requested from the various municipalities and local library advisory boards as contributions or assessments for the fiscal year 2018/2019:

	FY '17/18 Operating Budget	Current FY Contribution	Proposed Contribution 3.5%
Clendenin	$124,221	$0 (waived)	~~$4,348~~ (waived)
Cross Lanes	$264,214	$9,121	$9,247
Elk Valley	$288,867	$9,908	$10,110
Glasgow	$28,659	$994	$1,003
Marmet	$100,242	$3,425	$3,508
Riverside	$226,566	$7,664	$7,930
Sissonville	$249,626	$8,840	$8,737
Branch Support Subtotal		$39,952	$44,884
	FY '17/18	Current FY	Proposed

	Operating Budget	Contribution	Assessment
Dunbar	$298,117	$63,000	$81,041
St. Albans	$416,463	$50,000	$123,902
TOTAL		$152,952	$249,826

Talks continue with the Board of Education regarding the upcoming excess levy elections. The most recent indications are that the library may be placed on the ballot as a separate question in November 2018.

OLD BUSINESS: None.

NEW BUSINESS:

WVLA Legislative Goals / Library Legislation Day. Mr. Engelbert provided a brief overview of the previously distributed West Virginia Library Association's 2018 Legislative Goals. Library Day at the Legislature is scheduled for Monday, February 5, 2018. Mr. Engelbert will make appointments with legislators and hopes that Board members will join him. There will be displays from libraries around the state in the Rotunda from 11:00 a.m. until 4:00 p.m. and a reception that evening at the Culture Center from 5:00 p.m. until 7:00 p.m. Ms. Stringer will have tickets to the reception available for purchase. Upon a motion duly made and carried, the Board voted to endorse the WVLA's Legislative Goals.

Retirement Resolution for Ms. Toni Blessing. Upon a motion duly made and seconded, the following resolution was passed by acclamation.

Retirement Resolution for Toni Blessing

WHEREAS, Ms. Blessing was employed by the Kanawha County Public Library in May 2001 and has submitted her intent to retire effective January 25, 2018; and

WHEREAS, Ms. Blessing has served as Riverside Library Branch Manager from May 2001 until December 2003; and

WHEREAS, Ms. Blessing has served as Library Operations Supervisor from December 2003 until July 2004; and

WHEREAS, Ms. Blessing has served as St. Albans Library Branch Manager from July 2004 until October 2005; and

WHEREAS, Ms. Blessing has served as Department Head for Circulation from October 2005 until October 2006; and

WHEREAS, Ms. Blessing has served as Adult Collection Coordinator from October 2006 until July 2008; and

WHEREAS, Ms. Blessing has served as the Adult Services Manager from July 2008 until December 2013; and

WHEREAS, Ms. Blessing has served as Interim Associate Director of Public Services from December 2013 until November 2014; and

WHEREAS, Ms. Blessing has served as Associate Director of Public Services from November 2014 until her retirement; and

WHEREAS, Ms. Blessing has been a guiding force behind the West Virginia Book Festival, helping to make it into the wonderful event that it is; and

WHEREAS, Ms. Blessing has played a crucial role in developing and shaping the Library's materials collection in all formats at a time of great transition in how materials are delivered to the public; and

WHEREAS, Ms. Blessing fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Blessing's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Blessing a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that the resolution be spread upon the minutes of the meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Toni Blessing.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
February 12, 2018

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 12, 2018 at 4 p.m. at the Main Library, 3rd Floor Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. M. Blackwell	Ms. J. Pauer
Mr. J. Jarrett	Ms. A. Russell
Ms. T. Jenkins	Ms. D. Sullivan
Ms. B. King	Mr. B. Thomas
Ms. B. Lord	Mr. J. Withrow
Ms. E. Lord	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Mr. Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities Manager; and Mr. Seth Newell, Technical Services Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Also in attendance were Ms. Susie Azevedo, District Representative for Congressman Mooney, Mr. Marc Slotnik, County Attorney for the Kanawha County Commission and Mr. Jody Driggs of Silling Architects.

Mr. Thomas presided. The Director served as Secretary. Mr. Thomas reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the January 8, 2018 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $189,070.22 and the Book Bills in the amount of $98,144.53 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $3,624.66 duly certified and approved in accordance with the

Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $8,644.65 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

NEW BUSINESS:

Request from Kanawha County Commission to designate Sissonville Branch Library as a Polling Place for Early Voting. Mr. Marc Slotnik addressed the Board to provide an overview of plans to expand early voting throughout the county, which will take place from April 25th through May 5th, 2018 The Kanawha County Commission believes that the meeting room of the Sissonville Branch Library would provide the most convenient option for "Community Voting" in that area of the County. Mr. Engelbert verified that the meeting room could be made available for this purpose during that period, that operational issues caused by differences between polling hours and Library open hours could be successfully addressed and that parking and patron access would not be negatively affected. In response to a question, Mr. Slotnik stated that it might be necessary to rekey the lock to the meeting room during early voting to ensure security of ballots.

Upon a motion duly made and seconded, the Board accepted the request from the Kanawha County Commission to designate the Sissonville Branch Library as a polling place during the early voting period of April 25, 2018 – May 5, 2018 and to make the meeting room available for the purpose.

REPORTS OF COMMITTEES:

Finance Committee. The Committee met recently and discussed bids received for the RFID Tag and Equipment project, phase one. Upon a motion duly made and carried, the below resolution was passed.

WHEREAS, the Kanawha County Public Library (KCPL) is proud of the service it currently provides patrons while constantly seeking to enhance and improve service; and

WHEREAS, the Library wishes to improve the patron experience by effectively controlling inventory of library materials, enhancing the security of collections and providing patrons with the option to check out materials themselves or to continue to utilize staff as they may choose; and

WHEREAS, proven technology to achieve these service goals in the form of radio frequency identification (RFID) tags and the equipment and software necessary to utilize them in a library setting is now readily available, standardized, economical and interoperable across all common integrated library systems such as is in use at the KCPL; and

WHEREAS, the KCPL has elected to pursue a two-step process for implementing RFID by first purchasing, installing and programming RFID tags on all physical library materials owned by the KCPL, while contemplating purchase of self-checkout units for patron use, associated security gates and other necessary equipment and software at a later date; and

WHEREAS, pursuant to authorization by the Board of Directors a Request for Proposal (RFP) was issued to obtain bids for RFID tags, software and equipment necessary to complete the first step of the process for implementing RFID; and

WHEREAS, five responses were timely received from vendors that complied in all respects with the terms and conditions of the RFP; and

WHEREAS, it is in the best interests of the KCPL to accept the lowest bid submitted in response to the RFP;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors accepts the bid from PV Supa Inc. 2600 Technology Drive, Suite 200, Plano, Texas 75074 in the amount of $73,320 for three staff stations, two mobile tagging stations, 530,000 tags, 40,000 AV tags, necessary software, shipping, installation and training; and be it further

RESOLVED, that the Library Director be, and hereby is, authorized and directed to enter into an agreement with PV Supa for the first step of the process for implementing RFID take such steps as may be necessary to carry this resolution into effect in order to complete the project as bid; and be it further

RESOLVED, that the Board contemplates issuance of an additional RFP to secure bids for the purchase of self-checkout units, security gates and other equipment and software necessary to fully implement RFID at such time as it may be most timely and appropriate.

Public Services Committee. Mr. Engelbert provided an update on the Clendenin branch temporary quarters. The Board voted in December to pursue establishment of a temporary facility in the former Clendenin Middle School. Library Staff have done a formal layout of the space intended for the purpose and discussed it with the 25045 Group and representatives from the Kanawha County Commission, which is providing funds and labor toward the build out of the space. Chris Winton has drafted a lease and negotiations of final lease terms have begun with 25045. Responsible County Commission staff is estimating it will take 90 days from February 8th to complete all of the work necessary to build out the space at which point it may take about two weeks for the Library to move in and open to the public. The Committee will continue to provide updates to the Board.

Support Services/Building Committee. Mr. Engelbert reported that the staff, board members and architects have continued to meet to review and discuss the interior plans for the new main library.

Mr. Albert reported that the Committee also had discussed the need to look into hiring an owner's representative for the new main library project. Information was previously distributed to the Board for review.

Upon a motion duly made and carried, the below resolution was passed.

WHEREAS, the Kanawha County Public Library (KCPL or the Library) intends to undertake a construction project that will involve the complete renovation of the existing 61,000 square foot Main Library building, construction of additions totaling approximately 20,000 square feet and construction of a pedestrian bridge or "skyway" connecting the Library to a City-owned multi-story parking structure at an estimated total project cost of $27 million; and

WHEREAS, as part of its fiduciary responsibilities to the citizens of Kanawha County and to the many private donors who will make the construction project possible, the KCPL Board of Directors wishes to ensure that the project is designed, specified, constructed, managed, and completed to the highest standards, in an efficient and cost-effective manner, and in compliance with all of the contractual terms and conditions of the construction documents and governing law; and

WHEREAS, the Board of Directors has determined that these goals can be best achieved by contracting with a qualified, independent "Owner's Representative" or consultant to provide the Library with technical advice, represent the Library's interest with the architects and contractor(s), review project specifications and drawings in the Design Development phase through completion of construction, make periodic site inspections, ensure proper project documentation and filing, review change orders, architect's supplemental instructions, submittals, shop drawings, pay requests, etc., furniture, fixture, and equipment (FF&E) coordination (especially quantities), develop and oversee completion of punch lists and compilation of warranties, certify substantial completion and completion of the project with the architects, and duties of a similar nature; and

WHEREAS, an Expression of Interest (EOI) document has been drafted to solicit qualified firms or persons to perform the duties of the Owner's Representative;

NOW, THEREFORE BE IT

RESOLVED, that the President and Library Director be, and hereby are, with the advice and assistance of Counsel, authorized and directed to issue the EOI and to take any additional steps or actions necessary to carry into effect the foregoing resolution; and be it further

RESOLVED, that the responses to the EOI be reviewed by the Support Services/Building Committee of the Board and a recommendation be brought to the Board for its consideration.

OLD BUSINESS: None.

NEW BUSINESS:

Appointment of a Library Director Search Committee. Per Board President Monika Jaensson's request, Mr. Thomas appointed Dr. K. Bailey, Ms. D. Sullivan, Ms. B. Lord, Ms. C. Morgan, and Ms. J. Pauer to the Search Committee. Mr. Thomas will serve as Chair and KCPL Human Resources Manager, Ms. M. Alford, will serve as a non-voting ex-officio member.

There being no further business the meeting was adjourned.

Secretary

President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
March 12, 2018

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 12, 2018 at 4 p.m. at the Main Library, 3rd Floor Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. E. Lord
Dr. M. Blackwell	Ms. J. Pauer
Ms. S. Haden	Ms. S. Poffenbarger
Ms. M. Jaensson	Ms. A. Silbernagel
Mr. J. Jarrett	Ms. D. Sullivan
Ms. B. King	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Mr. Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Jaensson presided. The Director served as Secretary. Ms. Jaensson reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the February 12, 2018 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $226,018.52 and the Book Bills in the amount of $63,820.27 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $1,507.15 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $68,533.28 duly certified and approved in

accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Finance Committee. Ms. E. Lord reviewed the Levy resolutions with the Board. These amounts requested were calculated using the same methods and formulas as in previous years for the City of Charleston and the County Commission. After Board approval, a request letter and copy of the appropriate resolution will be sent to each levying authority. Ms. E. Lord advised that the Finance Committee met and recommends approval of the resolutions. Upon a motion duly made and carried, the following resolutions were approved:

Levying Authority - City of Charleston

RESOLVED, that the Library respectfully requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $1,032,990 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2018;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - Kanawha County Commission

RESOLVED, that the Library respectfully requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $3,178,720 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2018;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the

support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Ms. Lord summarized the previously distributed Lease Agreement for the temporary space to serve as the Clendenin Branch of the KCPL, including Exhibit A- Premises and Exhibit B – Specifications for Build Out. The build out of the space in the former middle school building in Clendenin is underway. It is hoped that the build out will be completed by May 1st and the location could be open to the public by mid-May. The Board expressed its appreciation for the efforts of 25045 A New Clendenin to pursue the leasing opportunity and special thanks to the Kanawha County Commission for providing the manpower and funds necessary to carry out the build out of the space. Upon a motion duly made and carried the below resolution was approved.

WHEREAS, the Board of Directors has determined that temporary space should be leased at the former Middle School to serve as the Clendenin Branch of the Kanawha County Public Library (KCPL) ; and

WHEREAS, the Public Services Committee has negotiated the terms of a lease with the current owners of the building, 25045 A New Clendenin (25045); and

WHEREAS, the lease has been reviewed by Counsel and by the Finance Committee of the Board; and

WHEREAS, the Finance Committee recommends adoption of the lease subject to final approval of 25045 and provision by them of Exhibit A to the lease in a form acceptable to the Board President and Library Director with the advice of counsel; and

WHEREAS, the effective date of the lease shall be the date on which it is agreed by the KCPL and 25045 that the build out of the space is completed according to Exhibit B to the lease;

NOW THEREFORE BE IT

RESOLVED, that subject to receipt and acceptance of Exhibits A and B, the Board of Directors hereby adopts the lease as presented, and be it further

RESOLVED, that, with the assistance of Counsel, the Board President and Director be, and hereby are, authorized to make such minor changes to the lease as may be requested by 25045 that do not substantively change the terms and conditions of the lease and to incorporate Exhibit A when it is provided by 25045; and be it further

RESOLVED, that Board expresses its thanks and appreciation to 25045 A New Clendenin for their work and dedication toward making Clendenin a thriving and vital community in the aftermath of a devastating flood; and be it further

RESOLVED, that the Board thanks the Kanawha County Commission for dedicating manpower and providing funds to accomplish the refurbishing and build out of the space

soon to be occupied by and proudly to be known as the Clendenin Branch of the Kanawha County Public Library; and be it further

RESOLVED, that the Board thanks the Clendenin Branch Advisory Board for being the strong partners with the Board and staff in providing outstanding service to the people of Clendenin and for continuing this partnership since the flood of June 2016 devastated the previous Library facility and Library service to Clendenin and the surrounding area severely disrupted; and be it further

RESOLVED, that the Library Director be, and hereby is, directed to secure flood insurance for the contents of the building prior to moving Library operations into the space and to utilize previously-awarded Community Participation Project Grant awarded to the Clendenin Branch to pay lease costs incurred during the 2017-2018 fiscal year.

The Library Director Search Committee is recommending the hiring of a consultant to assist in recruitment of the new Director. The Committee solicited proposals from firms that specialize in recruitment for library executive positions and interviewed the firm that submitted the most competitive proposal. The Committee recommends that the proposal from the firm of John Keister & Associates LLC, be accepted in an amount not to exceed $21,500 and that the Library's 2017-2018 Budget be adjusted accordingly. The Finance Committee recommends that the Budget be adjusted per the recommendation of the Search Committee. Upon a motion duly made and carried the below resolution was approved.

WHEREAS, Library Director Alan Engelbert announced his intent to retire effective July 31, 2018; and

WHEREAS, the President of the Board of Directors has appointed a Search Committee to conduct the process of recruiting applicants for the Library Director position and conducting initial review of their qualifications and experience on behalf of the Board; and

WHEREAS, the Search Committee has met on multiple occasions to review and update the Director job description and to plan the process of recruitment for the position; and

WHEREAS, as part of planning the process the Search Committee has determined that use of a firm that specializes in recruitment of qualified candidates for library executive positions is likely to result in more and better applications for the position in a timely fashion; and

WHEREAS, the Search Committee has solicited proposals from firms that specialize in recruitment of qualified candidates for library executive positions; and

WHEREAS, based on review of proposals received by firms that have the necessary expertise and an interview with the firm presenting the most competitive proposal, the Search Committee recommends that the proposal from the firm of John Keister & Associates LLC, 374 E. Marseilles Street, Vernon Hills, Illinois 60061 be accepted in an amount not to exceed $21,500 and that the Library's 2017-2018 Budget be adjusted accordingly; and

WHEREAS, the Finance Committee has reviewed the proposal and recommends its acceptance by the Board;

NOW THEREFORE BE IT

RESOLVED, that the Kanawha County Public Library Board of Directors hereby accepts the recommendation of the Search Committee and Finance Committee to utilize the firm of John Keister & Associates LLC to assist the Search Committee and the Board to recruit a new Library Director; and be it further

RESOLVED, that the Board President and Library Director be, and hereby are, authorized and directed to enter into a contract with John Keister & Associates LLC under terms and conditions to be negotiated and agreed to by the parties and take any additional steps or actions necessary to carry into effect the foregoing resolution; and be it further

RESOLVED, that the 2017-2018 Budget be adjusted by $21,500.

The Support Services/Building Committee and the Finance Committee have identified sources of tax credits that could result in substantial revenue toward the rehabilitation of the existing Main Library building. The committees recognize that applying for such credits may be complex and require obtaining the services of specialized professionals to apply for and syndicate tax credits received, and that it may be necessary to contract with such professionals and authorize them to proceed in advance of Regular or Special meetings of the Board. The committees recommend that Ms. Jaensson as Board President be provided with the authority to act on behalf of the Board of Directors to take the steps necessary to pursue available tax credits or other sources of funds and to report to the Board at the next Regular or Special meeting. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the Kanawha County Public Library Board (KCPL) of Directors has voted to pursue a project to completely renovate and restore the existing Main Library at 123 Capitol Street in Charleston and to construct additions totaling approximately 20,000 square feet; and

WHEREAS, this project will result in a Main Library that preserves the historic architecture and beauty of the existing 1911 facility on the Capitol Street and Quarrier Street facades and preserves and maintains the Summers Street and southern facades as interior elements that will be visible through the modern, glass-enclosed additions to the Main Library; and

WHEREAS, the architecture of the project as described achieves the purposes and intents of State of West Virginia and federal statutes, regulations and guidelines governing historic preservation and of construction within an historic district; and

WHEREAS, compliance with such state and federal statutes, regulations and guidelines may make the portion of the Main Library project dedicated to completely renovating and restoring the existing 1911 structure eligible for New Market, State Historic Preservation, or other available tax credits that may result in substantial revenues from

the syndication and sale of those credits and help to defray the costs of constructing the Main Library project; and

WHEREAS, applying for, receiving and administering tax credits is a complex process that will require the assistance of Silling Architects (the project architect) or others to provide the specialized assistance as attorney(s), architects, financial advisors and other professional services; and

WHEREAS, the Board acknowledges that the deadlines and complexity of applying for tax credits and putting into place the legal structure necessary to syndicate and receive the proceeds from any tax credits that may be awarded would be advanced by the delegation of authority to the President of the Board to act on behalf of the Board in advance of Regular or Special meetings of the Board in connection with attempting to obtain those tax credits;

NOW, THEREFORE, BE IT

RESOLVED, that as part of the Board of Directors' fiduciary responsibilities and in furtherance of its desire to bring to bear all possible sources of funding that may be available to construct the Main Library, the Board of Directors desires to take the steps necessary to apply for New Market, State Historic Preservation or other tax credits; and be it further

RESOLVED, that the President of the Board be, and hereby is, authorized on behalf of the Board to identify and contract with or in other ways secure the services of the specialized legal, financial, architectural and other professionals necessary to prepare and submit applications for New Market, State Historic Preservation or others for tax credits on an hourly or lump sum basis; provided that any such applications shall be brought before the Board at its next regular Board meeting; and be it further

RESOLVED, that the President be, and hereby is, granted the authority to authorize these professionals to proceed with provision of those services on an agreed-upon basis and cost under existing agreements or under new or additional agreements as necessary; and be it further

RESOLVED, that the President will bring before the Board at the Board's next regular meeting the nature, terms, conditions and cost to the extent known at that time of such specialized professional services involved in preparing and filing any such tax credit applications and report on the progress of those applications for tax credits and related and relevant matters necessary for the Board to be knowledgeable and effective stewards of the Library.

Public Services Committee. Ms. Silbernagel reported that drawings providing the layout of the interior space at Clendenin are available and will be made part of Exhibit B to the lease agreement for the Clendenin Branch space. Work seems to be progressing quickly. Frontier Communications will be installing the network and communication system to the Branch. Ms. Jaennson thanked Ms. Silbernagel for her hard work and passion for this project.

Support Services/Building Committee. Mr. Albert reported that the Committee met recently to discuss additional surveys to be completed for the main library project. He summarized the previously distributed resolution for the Board. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the Kanawha County Public Library Board of Directors is undertaking a project to renovate and expand the existing Main Library located at 123 Capitol Street, Charleston, West Virginia 25301; and

WHEREAS, a geotechnical survey is necessary to ascertain and verify soil conditions where building expansion will take place; and

WHEREAS, an environmental survey is necessary and prudent to ensure that any hazardous materials on the site, if any, are identified and properly abated according to all relevant statutes and regulations; and

WHEREAS, a land survey is necessary to properly fix the boundaries of the site, ascertain the topographical elevations of the property and locate utilities; and

WHEREAS, Silling and Associates has prepared, advertised and distributed request for proposal documents for the Geotechnical and Environmental Survey; and for the Land Survey, collected responses timely received from qualified vendors and reported the results to the Support Services/Building Committee; and

Whereas, it is in the best interests and consistent with the Board's fiduciary responsibilities to accept the bid from the lowest qualified vendor

NOW THEREFORE BE IT

RESOLVED, that the Board of Directors hereby accepts the bid from Terracon Consultants, Inc., 912 Morris Street, Charleston, West Virginia 25301 for the Geotechnical and Environmental Survey in the amount of $11,400 and accepts the bid from Thrasher Group, Inc., 300 Association Drive, Charleston, West Virginia 25311 for the Land Survey in the amount of $5,800; and be it further

RESOLVED, that the Board President and Director be, and hereby are, with the assistance of counsel authorized and directed to enter into contracts, sign documents or take any additional steps or actions necessary to carry into effect the foregoing resolution.

Mr. Albert reported that proposals for the owner's representative are due tomorrow. The Committee will review the proposals and conduct interviews before the next meeting in order to have a recommendation for Board. Mr. Albert attended the most recent Foundation meeting to inquire of the upcoming fundraising and levy campaigns.

NEW BUSINESS: National Library Week Resolution. Upon motion duly made, seconded and carried, the following resolution was approved.

WHEREAS, April 8, 2018 through April 14, 2018 will be celebrated as National Library Week with the theme "Libraries Lead", and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the sustained use of close to one million items in the collection last year, the continued success of the of the summer library clubs for children and adults, and the West Virginia Book Festival, and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library, that on the occasion of National Library Week, the staff of the Kanawha County Public Library system are hereby commended for its continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

Project Build Participation. Mr. Engelbert provided an overview of a new partnership opportunity. The STAR Library Network is part of the Space Science Institute (SSI), which is administering National Science Foundation Grants to provide STEM programming for children in grades 2-5 in select libraries, in conjunction with the local chapter of the American Society of Civil Engineers. SSI contacted KCPL directly to inquire if we would be one of four libraries nationwide to pilot the program. The grant carries with it a stipend of $10,000 to carry out grant activates, part of which requires KCPL staff to attend training in April; in Denver, Colorado. After some discussion, the Board authorized Mr. Engelbert as Library Director, to enter into agreement with Project Build on behalf of the KCPL.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
April 9, 2018

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 9, 2018 at 4 p.m. at the Main Library, 3rd Floor Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. T. Jenkins
Dr. K. Bailey	Ms. B. Lord
Dr. M. Blackwell	Ms. E. Lord
Ms. S. Haden	Ms. C. Morgan
Ms. M. Jaensson	Ms. S. Poffenbarger
Mr. J. Jarrett	Ms. B. Thomas

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Ms. Kim Runion, Accounting Services Coordinator; Mr. Teddy Claypool, IT Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were Ms. Jodey Altier from Perry & Associates and Mr. Jody Driggs of Silling Architects.

Ms. Jaensson presided. The Director served as Secretary. Ms. Jaensson reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the March 12, 2018 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $112,829.99 and the Book Bills in the amount of $126,952.63 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $6,893.36 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $78,839.49 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

Ms. Jaennson introduced Ms. April Wallace to the Board. Ms. Wallace has been hired as Assistant Director and will start work on Wednesday, April 11, 2018. The Board welcomed her to KCPL and wished her well.

REPORTS OF COMMITTEES:

Finance Committee. Ms. E. Lord advised the Board that the Finance Committee met with representatives from Perry & Associates to review the draft Audit of Kanawha County Public Library for 2016/2017, which includes the Library Foundation of Kanawha County, Inc. The Committee is forwarding it to the Board with a recommendation for approval. Copies of the Audit were distributed to all Board members prior to today's meeting.

Ms. Altier reviewed the Audit findings for the Board. Ms. Altier generally explained the auditing process and steps taken in reviewing the accounts of the Library and stated that there were no adverse findings, no deficiencies of internal control and no issues of non-compliance for 2016/2017. Ms. Altier also reviewed the auditing standards used to complete the audit and introduced some potential regulatory changes that may need attention in the future.

Upon a motion made and carried, the Audit for the Kanawha County Public Library was approved.

Support Services/Building Committee. Mr. Albert reported that the Building Committee met recently to review proposals and interview candidates for the Owner's Representative for the Main Library project. Mr. Albert read aloud the previously distributed resolution. Upon a motion duly made and carried, the following resolution was approved.

WHEREAS, the Kanawha County Public Library (KCPL or the Library) intends to undertake a construction project that will involve the complete renovation of the existing 61,000 square foot Main Library building, construction of additions totaling approximately 20,000 square feet and construction of a pedestrian bridge or "skyway" connecting the Library to a City-owned multi-story parking structure at an estimated total project cost of $27 million; and

WHEREAS, as part of its fiduciary responsibilities to the citizens of Kanawha County and to the many private donors who will make the construction project possible, the KCPL Board of Directors wishes to ensure that the project is designed, specified, constructed, managed, and completed to the highest standards, in an efficient and cost-effective manner, and in compliance with all of the contractual terms and conditions of the construction documents and governing law; and

WHEREAS, the Board of Directors has determined that these goals can be best achieved by contracting with a qualified, independent "Owner's Representative" or consultant to provide the Library with technical advice, represent the Library's interest with the architects and contractor(s), review project specifications and drawings in the Design Development phase through completion of construction, make periodic site inspections, ensure proper project documentation and filing, review change orders, architect's supplemental instructions, submittals, shop drawings, pay requests, etc., furniture, fixture, and equipment (FF&E) coordination (especially quantities), develop and oversee completion of punch lists and compilation of warranties, certify substantial completion and completion of the project with the architects, and duties of a similar nature; and

WHEREAS, an Expression of Interest (EOI) document was issued to solicit qualified firms or persons to perform the duties of the Owner's Representative and responses from five qualified firms were timely received; and

WHEREAS, the Support Services/Building Committee (Building Committee) carefully reviewed proposals received and conducted structured interviews with all of the firms that submitted a proposal in response to the EOI; and

WHEREAS, the Committee expresses its thanks and appreciation to all of the firms that took the time to submit proposals and participate in interviews; and

WHEREAS, on the basis of formal ranking and extensive discussions by the Building Committee, the Building Committee recommends that the Board authorize the President of the Board, with the assistance of counsel and the Building Committee, to enter into contract negotiations with PrayWorks, LLC, 106 Matchlock Road, Charleston, West Virginia 25314.

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors of the KCPL has received a report from the Building Committee and hereby authorizes, on behalf of the Library, the President of the Board, with the assistance of counsel and the Building Committee, to enter into negotiations with PrayWorks of Charleston to serve as the Owner's Representative for the Main Library construction project and return to the Board with the results of those negotiations; and BE IT FURTHER

RESOLVED that the President and Director of the KCPL, with the advice and assistance of Counsel, are authorized and directed to take all actions necessary and advisable to carry into effect these Resolutions.

Ms. Jaensson reported that there have been initial meetings regarding application for tax credits that may be available to help finance the Main Library project. Further action will be held in abeyance until the Owner's Representative is on board and can assist in the process.

Ad Hoc Director Search Committee. Mr. B. Thomas reported that the visit by John Keister last week was very successful. Mr. Keister was impressed with the level of participation from staff

and Board members. Thank you to all who were able to attend the events of the day. A recruitment website should be up by the end of the week. Mr. Keister anticipates presenting a final list of candidates to the Committee in the next six weeks.

NEW BUSINESS: Let's Read West Virginia. Dr. Blackwell informed the Board of an event to promote reading in the state. Every school, workplace and organization is asked to conduct a thirty to sixty minute read-aloud, group, or silent reading activity on Friday, April 13, 2018. This day was chosen in conjunction with National Library Week. It takes the place of National Read Across America Day scheduled for March 2nd that was missed due to the school work stoppage. Dr. Blackwell will forward additional information to Board Members via email.

Ms. Jaensson presented Ms. Haden with a library card for her new baby, Edward, who was born in October.

There being no further business the meeting was adjourned.

Monika

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
May 14, 2018

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 14, 2018 at 4 p.m. at the Main Library, 3rd Floor Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. T. Jenkins
Dr. K. Bailey	Ms. B. Lord
Dr. M. Blackwell	Ms. C. Morgan
Ms. S. Haden	Ms. C. Morgan
Ms. M. Jaensson	Ms. D. Sullivan
Mr. J. Jarrett	Mr. B. Thomas

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. April Wallace, Assistant Director; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Mr. Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were Mr. Jody Driggs of Silling Architects and David Pray of PrayWorks LLC.

Ms. Jaensson presided. The Director served as Secretary. Ms. Jaensson reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the April 9, 2018 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $354,744.06 and the Book Bills in the amount of $115,024.62 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $4,897.82 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $238,260.89 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Support Services/Building Committee. Ms. Albert recapped the most recent meeting in which the committee and counsel worked on issues regarding the engagement of an owner's representative for the new main library project. Documents including agreement letters and the below resolutions were previously distributed to the Board. Upon a motion duly made and carried, the below resolutions were approved.

PRAYWORKS, LLC ENGAGEMENT RESOLUTION

WHEREAS, the Kanawha County Public Library is presently undertaking the project to construct additions to and renovate the Main Library located at 123 Capitol Street in Charleston, which is a substantial capital project which will take several years to manage and complete;

WHEREAS, the Library Board does not have existing staff, employees, or officers with adequate experience and knowledge to manage the Main Library Project on its own without the assistance of outside professionals;

WHEREAS, proper management of the Main Library Project will require regular and continuing professional involvement in a variety of critical areas of expertise including, among others, design, construction, legal, and possibly financing, accounting, and tax issues;

WHEREAS, in order to control the risks in this substantial capital project for the benefit and protection of the assets, property, and interests of the Library Board which must be used for continuing delivery of library and information services to the citizens of Kanawha County and the State of West Virginia, the Library Board believes that professional expertise and assistance is necessary and required in the management of the Main Library Project;

WHEREAS, by prior resolution, the Library Board by request for proposal or expression of interest solicited the assistance of an owner's representative to protect the interests of the Library Board in the management of the Main Library Project;

WHEREAS, the Library Board received five proposals on March 19, 2018 of qualified firms as potential owner's representatives, and the Building Committee has reviewed and analyzed these proposals and interviewed and evaluated the responders;

WHEREAS, based on its review, the Building Committee has recommended the engagement of Mr. David Pray and PrayWorks, LLC of Charleston, West Virginia as the best potential owner's representative, and the Building Committee with the assistance of

Library counsel commenced negotiations with Mr. Pray to determine if an agreement of engagement could be reached;

WHEREAS, the Building Committee has reported that it has concluded the terms of an agreement with PrayWorks, LLC and has recommended the agreement to the Library Board as being in the best interests of the Library;

NOW, THEREFORE, it is:

RESOLVED that the Library Board agrees to and accepts the contract of PrayWorks as recommended by the Building Committee, and the President, Library Director, or other officers of the Library Board are directed and authorized to execute such contract substantially in the form presented today and to take any and all necessary actions to implement and effectuate the contract deemed to be in the best interest of the Library Board, including budgeting for the same, allocating available funds, and making payments thereon, pursuant to the terms and conditions of the contract, subject to all rights and benefits of the Board in such contract including the right to terminate for convenience as reserved therein.

THOMPSON HINE LLP ENGAGEMENT RESOLUTION

WHEREAS, the Kanawha County Public Library is presently undertaking the project to construct additions to and renovate the Main Library located at 123 Capitol Street in Charleston, which is a substantial capital project which will take several years to manage and complete;

WHEREAS, the Library Board does not have existing staff, employees, or officers with adequate experience and knowledge to manage the Main Library Project on its own without the assistance of outside professionals;

WHEREAS, proper management of the Main Library Project will require regular and continuing professional involvement in a variety of critical areas of expertise including, among others, design, construction, legal, and possibly financing, accounting, and tax issues;

WHEREAS, in order to control the risks in this substantial capital project for the benefit and protection of the assets, property, and interests of the Library Board which must be used for continuing delivery of library and information services to the citizens of Kanawha County and the State of West Virginia, the Library Board believes that professional expertise and assistance is necessary and required in the management of the Main Library Project;

WHEREAS, the Building Committee has determined that engagement of special construction law counsel would further reduce the risks of the Library Board and protect the interests of the Library in light of the significant magnitude of the Main Library Project;

WHEREAS, upon additional investigation, the Building Committee has determined that Erin Luke, Esq. and Thompson Hine, LLP of Cleveland, Ohio have superior experience and expertise involving construction law including the advising and assisting of property owners in substantial construction projects like the Main Library Project;

WHEREAS, the Building Committee has reported and has recommended that Erin Luke, Esq. and Thompson Hine, LLP can provide professional, technical, or other specialized services where the scope of the services is known but the price is not the sole factor in determining the award of engagement, that such special construction law services are necessary and in the best interests of the Library Board concerning the Main Building Project, and that upon evaluation of credentials and experience Erin Luke, Esq. and Thompson Hine, LLP has been determined to be able, in cooperation and coordination with Chris Winton and Ray Winton and Kelley, PLLC, to provide these professional services to the Library Board in order to protect the Board's interests involving the Project;

WHEREAS, the Building Committee has reported that it has concluded the terms of an agreement with Erin Luke, Esq. and Thompson Hine, LLP and has recommended the agreement to the Library Board as being in the best interests of the Library;

NOW, THEREFORE, it is:

RESOLVED that the Library Board agrees to and accepts the engagement agreement including conflict waiver of Erin Luke, Esq. and Thompson Hine LLP as recommended by the Building Committee, and the President, Library Director, or other officers of the Library Board are directed and authorized to execute such documents substantially in the form presented today and to take any and all necessary actions to implement and effectuate the engagement deemed to be in the best interest of the Library Board, including budgeting for the same, allocating available funds, and making payments thereon, pursuant to the terms and conditions of the engagement, subject to all rights and benefits of the Board in such engagement including the right to terminate as reserved therein.

Ms. Jaensson introduced Mr. David Pray to the Board. Mr. Pray expressed his excitement to be working with the Library on this project and his eagerness to get started.

Ad Hoc Director Search Committee. Mr. Thomas reported that the deadline to submit applications for the Library Director position is May 25th. Mr. John Keister will then contact the Committee to provide candidates to review and consider. The Committee will meet in early June to consider the candidates and develop plans to conduct interviews.

Membership Committee. Ms. Brooke Lord reported that the Committee met to discuss the reappointment of Directors whose terms expire as of June 30, 2018. Two current Directors have agreed to be nominated for an additional term. The Committee will provide an additional update at the June Board meeting regarding the third member appointment. Upon a motion duly made and carried, the Board approved the following resolution.

RESOLVED, that Ms. Stephanie Haden and Ms. Anne Silbernagel be recommended to the Kanawha County Board of Education for another six year term as Directors of the Kanawha County Public Library, with such six year terms to end June 30, 2024.

NEW BUSINESS: Appointment of Nominating Committee: Ms. Jaensson appointed an Ad Hoc Committee to nominate Board officers for the upcoming fiscal year composed of Mr. Albert, Dr. Blackwell, Ms. King and Ms. Morgan. The Committee will report to the Board at the June meeting with their recommendations. Voting for officers will be held at the Annual Meeting on July 6th.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
June 11, 2018

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 11, 2018 at 4 p.m. at the Main Library, 3rd Floor Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. B. King
Dr. K. Bailey	Ms. J. Pauer
Dr. M. Blackwell	Ms. S. Poffenbarger
Ms. S. Haden	Ms. A. Silbernagel
Ms. M. Jaensson	Mr. J. Withrow
Mr. J. Jarrett	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. April Wallace, Assistant Director; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Mr. Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Ms. Terri McDougal, Children's Services Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were Ms. Nelle Chilton of the KCPL Foundation and David Pray of PrayWorks LLC.

Ms. Jaensson presided. The Director served as Secretary. Ms. Jaensson reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the May 14, 2018 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of $120,441.17 and the Book Bills in the amount of $56,079.52 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $3,426.63 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $47,859.59 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

NEW BUSINESS: 2018 Board Retreat: Ms. Jaensson requested the Board address this issue before the rest of the agenda to be considerate of Ms. Chilton's time. Ms. Chilton introduced herself to the Board and shared her family's business story and use of an outside facilitator to improve relations. Ms. Chilton gave an overview of the instructions and technique used by at their family's business retreat. Ms. Chilton showed a video overview of the process by the Adizes Institute

Ms. Jaensson explained her recommendation that the Board undertake this specific retreat. Given the many changes happening at the library, this provides a perfect opportunity to engage in this type of program. Ms. Chilton graciously offered to pay the expense for the Board to participate in this exercise. The Board thanked Ms. Chilton for her generous offer and will discuss the timing and participation in this process.

REPORTS OF COMMITTEES:

Finance Committee. The Personnel Committee and the Finance Committee each met over the past month to review the 2018/2019 Budget and the Finance Committee has forwarded the proposed 2018/2019 Budget to the Board with a recommendation that it be approved. A copy of the proposed Budget and explanatory narrative were previously distributed to the Board for review. Mr. Engelbert reviewed in more detail some of the key points that affected the budget process. After discussion, a motion was duly made and approved that the Board of Directors hereby adopts the KCPL Fund Balance Recommendations and the KCPL 2018/2019 Budget as distributed to the Board of Directors in the amount of $8,360,789 in the General Fund and $6,600,000 in the Construction Fund for a total of $14,960,789.

The St. Albans Lighting project has been completed. Mr. Engelbert recapped the original agreement between KCPL and the St. Albans Branch Advisory Board. In recognition of the decreased energy costs and all the support the Advisory Board has contributed over the years, the Committee recommends the Board of Directors waive any reimbursements laid out in the original agreement. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the Board of Directors of Kanawha County Public Library (KCPL or the Library) and the St. Albans Public Library Board, Inc. (the Advisory Board) jointly agreed in January 2017 to undertake a project to replace all lighting in the St. Albans Branch with energy-efficient fixtures and light bulbs; and

WHEREAS, the Library agreed to purchase and install all fixtures and the Advisory Board agreed to reimburse the Library for the purchase costs net of any rebate received by the Library as a result of the project; and

WHEREAS, the purchase cost of the fixtures and bulbs was $16,260.41 and the rebate was $1,414.02 for a net of $14,846.39; and

WHEREAS, the project has resulted in dramatic improvement in light levels throughout the building while reducing energy consumption by an average of 38% when comparing February through May of 2018 to the same months in 2017; and

WHEREAS, the project is one of many undertaken by the Advisory Board that have made the St. Albans Branch and the entire KCPL system better for patrons, among them the donation of parking lots, the purchase and installation of a digital sign and extensive work with the City of St. Albans that has resulted in improved funding and restoration of service hours;

NOW, THEREFORE BE IT

RESOLVED, that in recognition of the ongoing benefit to KCPL of the reduction in energy consumption and in thanks and gratitude for the many other contributions the Advisory Board has made to KCPL over many years, the Board of Directors hereby agrees to waive any reimbursement by the Advisory Board for the costs of this project; and be it further

RESOLVED, that the Board of Directors hopes that the Advisory Board will apply the same level of imagination, thoughtfulness and social responsibility demonstrated by the lighting project in using the funds to further the purposes of the St. Albans Branch and the Kanawha County Public Library system.

Support Services/Building Committee. Mr. Albert called upon Mr. David Pray to provide the update. Mr. Pray serves as the owner's representative for KCPL. Mr. Pray spoke about the review of documents he completed to get up to date on the project. He also has been reviewing the requirements for available tax credits. He visited the library in Columbus, Ohio and was very impressed.

Membership Committee. Mr. Engelbert reported that reappointment of Stephanie Haden and Anne Silbernagel to the KCPL Board was approved by the Kanawha County Board of Education at their meeting of June 4, 2018. Ms. Jaensson reported that the Committee will be submitting one more re-appointment request soon.

Ad Hoc Director Search Committee. Mr. Thomas reported that Mr. John Keister has provided four candidates for initial phone interviews with Mr. Thomas and Ms. Alford. The Committee will meet later this week to discuss the process for candidate visits and formal interviews.

Ad Hoc Nominating Committee: Mr. Albert reported that the Nominating Committee reviewed the by-laws and had discussed the slate of officers to put forward to the Board. The Nominating Committee recommends the following slate of officers of the KCPL Board of Directors for fiscal year 2018-2019:

Ms. Monika Jaensson	President
Mr. Ben Thomas	First Vice President and Treasurer
Ms. Stephanie Haden	Second Vice President and Secretary
Mr. John Jarrett	Assistant Treasurer
Ms. Elizabeth Lord	Assistant Secretary

Mr. Albert reminded that Board that nominations could also be made from the floor at today's meeting and at the Annual Meeting, at which the election of officers will take place.

NEW BUSINESS: Establish Time, Annual Meeting. By statute, the Annual Meeting must take place on the first Friday in July. This year the meeting will be Friday, July 6, 2018 at 9am at the Main Library, 4th Floor Board Room.

Establish Date, Time and Place, Continuation of the Annual Meeting: A motion was made and carried that the regular July meeting would take place on Monday, July 9, 2018 at 4pm at the Main Library, 3rd Floor Ray Room. The continuation of the Annual Meeting, including a special presentation, will be Monday, August 13, 2018, at a location to be determined.

Retirement Resolution: Julie Spiegler: Upon a motion duly made and seconded, the following resolution was passed by acclamation.

Retirement Resolution for Julie Spiegler

WHEREAS, Ms. Spiegler was employed by the Kanawha County Public Library in March 1990 and has submitted her intent to retire effective June 30, 2018; and

WHEREAS, Ms. Spiegler served as a Library Assistant from March 1990 until May 1996; and

WHEREAS, Ms. Spiegler served as Library Operations Supervisor I – Audio Visual Department Head from May 1996 until October 2005; and

WHEREAS, Ms. Spiegler served as the Cross Lanes Branch Manager from October 2005 until her retirement; and

WHEREAS, Ms. Spiegler received her Master of Library Science degree in 1995 while employed at KCPL using the education assistance fund and was one of the first graduates of the distance learning program offered by the University of South Carolina; and

WHEREAS, Ms. Spiegler fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Spiegler's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Spiegler a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of the meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Julie Spiegler.

There being no further business the meeting was adjourned.

President

Secretary